STATE OF MONTANA

REQUEST FOR PROPOSAL

DEPARTMENT OF ADMINISTRATION
PURCHASING BUREAU
PHONE: (406) 444-2575 FAX: (406) 444-2529
This document is available electronically at: www.mt.gov/doa/ppd/index.htm

THIS IS NOT AN ORDER

RFP NO.: 9741-W

RFP TITLE: MTPRRIME
PHASES II & III

PAGES: 1 - 97

SEALED PROPOSALS will be accepted until 2:00 p.m. on:

FRIDAY, MAY 23, 1997

Issued by:

Proposals will not be publicly opened.

GARY D. WILLEMS, Contracts Officer

gdw

RETURN SEALED PROPOSAL MARKED AS SHOWN:

Return Address
9741-W
05/23/97

Department of Administration
Purchasing Bureau
165 Mitchell Building
Helena MT 59620-0135

IF NO BID RESPONSE . . .

☐ Take me off the vendors list for this class item.
☐ Keep me on the vendors list for this class item.
☐ Other: _____

NOTE: Failure to respond to 3 consecutive solicitations will result in removal from vendors list.

PLEASE COMPLETE

Delivery Date: _____ Payment Terms: Net 30 Days

Company Name: _____ Phone: ( ) _____

Printed Bidder Name: _____ Fax: ( ) _____

Signature of Bidder: _____ Federal I.D. No.: _____

IMPORTANT: SEE REVERSE SIDE FOR TERMS AND CONDITIONS

STATE OF MONTANA
Standard Terms and Conditions

REFERENCE TO CONTRACT
The contract (Purchase Order) number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract.

SHIPPING
Goods shall be shipped prepaid, F.O.B. Destination. In the event the terms specify F.O.B. Shipping Point, shipping charges will be prepaid and itemized as a separate line item on invoicing. Such shipments shall be via the least expensive way. The State reserves the right to refuse any C.O.D. delivery.

PAYMENT TERM
All payment terms will be computed from the date of delivery of goods OR receipt of a properly executed invoice, whichever is later. The State is allowed 30 days to pay such invoices.

TAX EXEMPTION
The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

HAZARDOUS CHEMICAL INFORMATION
The contractor shall provide one set of the appropriate material safety data sheets and container label upon delivery of a hazardous chemical to the user agency. All safety data sheets and labels will be in accordance with the OSHA "Hazard Communication Rule," 29 CFR 1910 and 50-78-101 through 50-78-402 MCA.

VENUE
This contract is governed by the laws of Montana. The parties agree that any litigation concerning this bid, proposal or subsequent contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees.

NON-DISCRIMINATION
The contractor must comply with the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. All hiring for goods and services purchased by this contract must be on the basis of merit and qualifications; there may not be discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing this contract.

The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Please provide as much advance notice as possible for requests.

HOLD HARMLESS/INDEMNIFICATION
The contractor agrees to indemnify the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands and causes of action of any kind or character, including the cost of defense, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the contractor and/or its agents, employees, subcontractors or its representatives under this agreement, all to the extent of the contractors negligence.

ACCESS AND RETENTION OF RECORDS
The contractor agrees to provide the Department, Legislative Auditor or their authorized agents access to any records necessary to determine if the contract has been complied with.

The contractor agrees to create and retain records supporting the services rendered (or goods delivered) for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation or exception relating to this contract taken by the State of Montana or third party.

CONFORMANCE WITH INVITATION FOR BID/REQUEST FOR PROPOSAL
No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications of the order as established by quotation from the contractor, shall be granted without prior written consent of the Purchasing Bureau. Goods delivered which do not conform to the contract terms, conditions and specifications may be rejected and returned at the contractor's expense.

INTELLECTUAL PROPERTY
All patent and other legal rights in or to inventions arising out of activities funded in wholthis contract must be available to the public for royalty-free and nonexclusive licensing. The contractor shall notify the department in writing of any invention conceived or reduced to practice in the course of performance of this contract. The department and the public shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under this contract.

MINIMUM ORDER
Contracts (Purchase Orders) will not be issued for orders less than $100 unless ir the best interest of the State.

FACSIMILE RESPONSES
Facsimile responses will be accepted for Invitation for Bids and ONLY if they are received by the Purchasing Bureau prior to the time set for receipt of bids (2:00 PM). Bids, or portions thereof, received after the due time will not be considered.

FACSIMILE RESPONSES ARE NOT ACCEPTABLE IN RESPONSE TO REQUESTS FOR PROPOSALS.

WARRANTIES
The contractor warrants that items bid will conform to the specifications requested to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture unless otherwise specified by the State. It shall be equal in quality and performance characteristics to those indicated in the bid. Descriptions used in a bid or proposal are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Any exceptions to the specifications must be clearly indicated. Exceptions may be rejected.

ACCEPTANCE/REJECTION OF BIDS OR PROPOSALS
The State reserves the right to accept or reject any or all bids or proposals, wholly or in part, to make awards in any manner deemed in the best interest of the State. Bids and proposals will be firm for thirty days, unless stated otherwise.

PROTEST PROCEDURE
Bidders and proposers may protest a bid, proposal, or award by notifying the procurement officer as soon as possible after they discover any potential irregularity in the procurement process. The protest must be in writing and state in detail all of the protestor's objections.

The State is under no obligation to delay, halt, or modify the procurement process due to a protest, but it will conduct an internal review procurement officer must notify the protestor in writing of the findings within thirty (30) working days of the protest. The procurement officer may extend this time period if sufficient evidence cannot be obtained within the thirty (30) working days. Written notice must be sent to the protesting party with justification for extension.

REVISED: 04/97

April 18, 1997

Dear Proposers:

Attached is a request for proposal to integrate and enhance Montana's core business systems.

This project has already enjoyed a track record of success in Montana. For the past two years, we've worked cooperatively with the Legislature to develop a conceptual design for the project. Funding for the project was secured with strong legislative endorsement. Now, the state is committed to staffing the implementation with our best and brightest state employees--employees who can bring the project in on time and on budget. We're committed to installing a solution which serves agencies needs so that our core systems become the envy of the nation--as they were when our statewide budgeting and accounting system was first created in the early 1970s.

Why would vendors want to do business with Montana? First, we have a tradition of central management systems and a culture that understands and supports the value of core informational systems. Second, our organizational structure supports effective decision making. Finally, Montana is small enough that we talk with one another...across agency boundaries, across county lines and across political parties. We can make timely decisions to keep a key project like this moving along.

We've developed a motto for MT PRRIME. "It can be done...and we will do it". We look forward to forming a successful partnership to make it happen.

We understand that preparation of a proposal is a complex and costly task. I thank you in advance for your efforts.

Sincerely,

Marc Racicot
Governor

State of Montana
Request for Proposals
for
Phase II and III
of the
Montana Project to Reengineer
the
Revenue and Information Management
Environment

RFP 9741-W
April 18, 1997

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NOTICE

From the issuance date of this RFP until a Contractor(s) is selected and the selection is announced, proposers are not allowed to communicate with any State staff or officials regarding this procurement, other than during interviews and demonstrations, and site visits, except at the direction of Gary Willems, the designated representative of the Purchasing Bureau.

PROPOSED SCHEDULE OF EVENTS

Event	Date
Release of Request For Proposals	April 18, 1997
Deadline for written clarification requests from proposers	May 2, 1997
Deadline for Receipt of Proposals	May 23, 1997
Proposer interviews and demonstrations	June 19 - July 8, 1997
On-site reference visits (if required)	July 14 - August 1, 1997
Deadline for Receipt of Best and Final Offers	August 15, 1997
Intent to award	August 22, 1997

SECTION 1

GENERAL INFORMATION

1.0 The STATE OF MONTANA (hereinafter referred to as "State") invites you to submit a proposal for Phases II and III of Montana's Project to Re-engineer the Revenue and Information Management Environment (MT PRRIME). Proposals submitted in response to the specification contained herein shall comply with the following instructions and procedures.

1.1 This RFP contains the instructions governing the proposals to be submitted, the services to be included therein, and a description of the mandatory requirements. To be eligible for consideration, a proposer must meet the intent of all requirements. Compliance with the intent of a requirement will be determined by the Department of Administration. When imperative language (shall, will, must) appears in any section of the RFP, it is considered to be mandatory.

1.2 This Request for Proposal (RFP) is issued in accordance with 18-4-304, Montana Code Annotated and Administrative Rules of Montana, 2.5.602. The RFP process is a procurement option allowing the award to be based upon stated criteria or evaluation factors; cost will not be the only consideration. The proposal will state the relative importance of all evaluation factors.

1.3 Upon receipt, RFP information will be disclosed to evaluation committee members. Throughout the evaluation process, evaluation committee members may rely upon support teams consisting of other State employees with legitimate interests in MT PRRIME. Proposals will not be publicly opened, the possible need for negotiations or "Best and Final Offers" necessitates the need for privacy. Proposals will be initially evaluated by the committee as being acceptable, potentially acceptable, or unacceptable.

1.4 Although proposals may be accepted and a contract awarded without discussion, the State may initiate discussions should clarification or negotiation be necessary. These discussions will usually be limited to all acceptable proposals but may also be extended to the potentially acceptable proposals. **Proposers shall be prepared to send their proposed project manager to Helena, Montana to perform scripted demonstrations of the proposed software and to discuss technical aspects of the proposal. Detailed scripts will be provided to proposers prior to the interviews and demonstrations period.**

1.5 The "Best and Final Offer" is an option available to the State under the RFP process allowing acceptable and/or potentially acceptable proposers to amend or change their original proposal. Proposers may be contacted in writing, asking that they submit their best and final offer, which must include the discussed changes.

1.6 Award will be made to the responsible proposer whose proposal is the most advantageous to the State, taking into consideration all evaluation factors. No other evaluation criteria, other than as outlined in the original Request for Proposal, will be used. A register of proposals will be prepared and opened to the public after all discussions, negotiations, and final awards have been made.

1.7 All information received in response to this RFP will be made available to the public after a contract is executed.

1.8 Each proposer by submitting a proposal represents that:

1.8.1 This RFP has been read and is fully understood.

1.8.2 The proposal submitted is based upon understanding of the specifications and requirements described in this RFP.

1.8.3 In the event of any litigation, which arises from this RFP, venue shall be in the 1st Judicial District, Lewis and Clark County, Montana.

1.8.4 The proposer indicates the ability to meet the contract execution date specified in the Schedule of Events in this RFP.

1.9 Proposers shall promptly notify the State of any ambiguity, inconsistency or error which they may discover upon examination of this RFP.

1.10 Proposers requiring clarification or interpretation of any section(s) contained in this RFP shall make a written request to the State. **Written requests for clarification must be received prior to 2:00 P.M., May 2, 1997.** Written inquiries regarding clarification should be addressed to:

Gary Willems
Purchasing Bureau
Mitchell Bldg., Rm. 165
Helena, MT 59620-0135
FAX: (406) 444-2529

1.11 Any interpretation which results in a correction or change of this RFP will be made by written addendum from the Purchasing Bureau.

1.12 All addenda will be issued by the Purchasing Bureau of the Department of Administration, State of Montana.

1.13 **A POINT-BY-POINT RESPONSE TO ALL NUMBERED SECTIONS, SUBSECTIONS, PARAGRAPHS, SUBPARAGRAPHS, AND APPENDICES SHALL BE SUBMITTED BY EACH PROPOSER IN ORDER TO BE CONSIDERED FOR SELECTION.** Proposers are encouraged to organize proposals into sections following the format of this RFP. If no exception, explanation, or clarification is required in the proposer's response to a specific subsection, it shall be so indicated in the response with the following: "(Proposer's Name) understands and will comply."

1.14 Proposals should be complete to the degree that: 1) all of the information sought by this RFP is supplied in the order requested, and 2) all responses which constitute 'claims' relative to product performance are substantiated by appropriate documentation.

1.15 To be considered responsive, proposers must submit one (1) original and fourteen (14) copies of the proposal to the Purchasing Bureau address in section 1.10. **PROPOSALS MUST BE RECEIVED PRIOR TO 2:00 P.M., LOCAL TIME, MAY 23, 1997. PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED FOR CONSIDERATION.**

1.16 All proposals will be reviewed by an evaluation team utilizing a "points-earned" matrix as follows:

	Evaluation Points
Business Requirements	40,000
Technical Requirements	25,000
Proposer Qualifications	20,000
Cost	15,000
TOTAL AVAILABLE POINTS	100,000

1.16.1 The above will be evaluated for ability to meet State needs, and cost. The State may choose not to evaluate a proposal which fails to comply with proposal requirements stated in Section 1, "General Information".

1.17 Contract Security

1.17.1 The successful proposer will provide contract security in the amount of $2,000,000. The security will be made payable to the State of Montana. The contract security must be supplied by the successful proposer within ten (10) working days from the "Notice of Award". Contract security will apply for the term of the contract and any subsequent renewal periods.

1.17.2 The contract security must be provided by the successful supplier, in one of the following forms, within ten (10) working days from Notice of Award. Only the following types of security are acceptable and must be in original form; facsimile or photocopies are NOT acceptable:

a) a sufficient bond with a licensed surety company as surety; or
b) lawful money of the United States; or
c) a cashier's check, certified check, bank money order, bank draft, certificate of deposit, or money market certificate, drawn or issued by a federally or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the FDIC or that is drawn and issued by a credit union insured by the national credit union insurance fund. (Personal or business checks are not acceptable).

Ref: Title 18, Chapter 4, Part 3, Title 33, Chapter 17, Part II, MCA and Section 2, Chapter 5, Sub-Chapter 5, ARM.

1.18 The successful vendor is required to supply the Purchasing Bureau with proof of Workers' Compensation Insurance or Independent Contractors Exemption covering the contractor while performing work for the State of Montana (Reference 39-71-120/401/405 Montana Code Annotated). Neither the contractor nor its employees are employees of the State. The proof of insurance/exemption must be valid for the entire contract period and must be received by the Purchasing Bureau within ten (10) working days of the issuance of a Notice of Award.

CONTRACTS WILL NOT BE ISSUED TO VENDORS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

Coverage may be provided through a private carrier or through the State Compensation Insurance Fund (406) 444-6500. An exemption can be obtained through the Department of Labor, Employment Relations Division (406) 444-7734.

1.19 The contractor shall be required to procure and maintain for the duration of the contract, at its cost and expense, primary insurance coverage against claims for injuries to persons or damages to property including contractual liability which may arise from or in connection with work performed by, or under general supervision of, the contractor, its agents, representatives, employees and subcontractors under this agreement. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the contractor or its officers, agents, representatives, assigns, or servants.

The contractor must provide a certificate for Commercial General Liability, to include bodily injury, personal injury, property damage and automobile liability insurance with limits of not less than $500,000 combined single limit per claim and $1,000,000 aggregate single limit per year.

This certificate MUST name the State of Montana as an additional insured under the contractors' policy.

A Certificate of Insurance, indicating compliance with the required coverages, must be filed with the Purchasing Bureau within ten (10) working days of Notice of Award.

Contracts WILL NOT be issued to contractors that fail to submit insurance certifications as specified herein.

1.20 A proposal may not be modified, withdrawn or canceled by the proposer for a 120-day period following the deadline for receipt of proposals, unless requested by the State.

1.21 The Purchasing Bureau reserves the right to reject any or all proposals received, in part or in their entirety, if it is believed to be in the best interests of the State.

1.22 Costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the State are entirely the responsibility of the proposer. The State is not liable for any expense incurred by proposers in the preparation and presentation of their proposals.

1.23 All materials submitted in response to this RFP become the property of the State upon delivery to the Purchasing Bureau and are to be appended to any formal documentation which would further define or expand any contractual relationship between the State and proposer resulting from this RFP process.

1.24 The State encourages free and open competition among proposers. Whenever possible, specifications, proposal requests, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the State's needs and the accomplishment of technically sound, cost-effective services.

1.25 The proposer's signature on a proposal in response to this RFP guarantees that the prices offered have been established without collusion of other eligible proposers and without effort to preclude the State from obtaining the best possible price for the goods/services offered.

1.26 The RFP, proposer's response, the best and final offer if requested, and any formal addenda to the RFP shall be included in any contract. **Appendix A contains the required contract terms and conditions which would form the basis of any contract between the State and the successful proposer.**

1.26 A proposer checklist has been provided in Appendix G. It is only an aid to the proposer to insure both the proposer and the State that all requirements have been met. It is strongly encouraged that this list be utilized and submitted with your proposal.

SECTION 2

STATE OF MONTANA BUSINESS AND INFORMATION TECHNOLOGY ENVIRONMENT

2.0 Introduction

This RFP is part of a continuing project to re-engineer and integrate the State's management systems. Our premise is that "major improvements in the core management support systems of state government offer the most promising opportunities to improve overall government operation that are available today and to truly prepare government for the 21st century." The State uses the term “core management systems” in particular reference to all systems supporting financial, human resource, procurement, budgeting, and fixed asset processes. The State expects work to commence in September of 1997 and conclude in early 1999.

The project is the outgrowth of several years of work by both executive and legislative personnel. Known as the Montana Project to Re-engineer the Revenue and Information Management Environment (MT PRRIME), the project operates from the Director’s Office of the Department of Administration and is being managed by a Steering Committee of senior State managers from the executive and legislative branches. Phase I of the project took place during the summer and fall of 1996, when the State contracted with a consultant to establish a strategic direction for updating, integrating, and enhancing its statewide core business systems. The recommendation, which was accepted and approved by the State, was to “implement a centralized, integrated, enterprise-wide, commercial software package.” In addition, the consultant prepared a final report for a state Revenue and Information Processing Center. These two projects were closely coordinated because of an assumption that any commercial software package purchased by the State would include an accounts receivable module which would likely be a critical component of the Revenue and Information Processing Center.

Visioning of several core processes was underway in the early months of 1997. State employees, facilitated by the consultant, determined the Change Imperative, Vision, and Business Case for the Budgeting, Payroll and Benefits, and Purchasing and Accounts Payable processes. The primary goal of the visioning work was to identify the State’s high level expectations in relation to the future of these process areas.

The Steering Committee has accepted and approved the Phase I deliverable, and expects it to become the foundation for Phases II (design) and III (implementation) of MT PRRIME. The final reports can be found on the World Wide Web at http://www.mt.gov/doa/mt_prrime/mt_prrime.htm. Those reports include: 1) Phase I MT PRRIME direction and business case; 2) change imperatives and visions for budgeting, payroll and benefits, purchasing and accounts payable; and 3) the final report for the Revenue Information Processing Center. It is recommended that proposers review the final reports before responding to this RFP.

Phase II of the project will incorporate Phase I recommendations by focusing on the procurement of an enterprise-wide, commercially available, software package, and the subsequent full re-engineering of the State’s financial, human resource, procurement, and fixed asset management processes to fully utilize the selected package. Phase III will encompass the actual implementation of the re-engineered processes and systems.

31 Background

The State of Montana is the fourth largest state in area in the United States, averaging 550 miles in length and 275 miles in width. Logging and recreation are major sources of income in western Montana, while agriculture is the chief source of income in eastern Montana. Two-thirds of the State's land mass is in farms and ranches. Mineral and oil/gas exploration, extraction and processing and governmental operations are important economic factors throughout the State. This broad geographic area presents challenges in providing support and services to remote offices.

State services are provided through approximately 11,000 full-time equivalent classified employees (excluding the University System which is governed by the Board of Regents). Collective bargaining rights have been granted to public employees. Approximately 65 percent of all State employees in the Executive Branch are organized into 80 separate collective bargaining units. The salary and benefit rates of all classified employees must be approved by the Legislature. Approximately 40 percent of State employees work in the capital, Helena.

32 Organizational Structure. More organizational information is available via Montana's Home Page at http://www.mt.gov and at the State Bulletin Board System at 1-800-962-1729 (in Montana) and 1-406-444-5648 (outside of Montana).

The Department of Administration is responsible for the financial and central service functions of state government. The other departments of government have been delegated with the authority to act independently in many administrative areas.

Other major departments of state government include: Department of Revenue; Department of Transportation; Department of Military Affairs; Department of Corrections; Department of Agriculture; Department of Livestock; Department of Environmental Quality; Department of Fish, Wildlife, and Parks; Department of Natural Resources and Conservation; Department of Public Health and Human Services; Department of Labor and Industry; Department of Commerce; and the University System.

The Legislative and Judicial Branches participate in the financial management systems and are considered part of the enterprise. The University system is somewhat autonomous. It manages its own financial management systems, but has some mandatory requirements for financial and human resource reporting within the enterprise.

22.1 The Legislative Branch

Legislative power in the State is vested in the State Legislature, which is comprised of a Senate and a House of Representatives. The Senate consists of 50 members; the House of Representatives consists of 100 members. The Legislature meets in regular session for 90 days at the beginning of each odd numbered year.

The Legislative Audit Division is responsible for auditing the financial affairs and transactions of all State agencies. The Legislative Fiscal Division analyzes the executive budget and assists the Legislature in preparation of the State's appropriation bills. The office monitors agency operations throughout the biennium and reviews executive agency actions that have a fiscal impact. The Legislative Services Division provides support services to the legislative branch including research, bill drafting, publishing, and committee staffing, etc.

22.2 The Executive Branch

The chief executive officer of the State is the Governor, who has responsibility for administering the budget and managing the executive branch. The state constitution establishes five additional elected executive officials: the Lieutenant Governor; Attorney General (Department of Justice); State Auditor (the state's insurance commissioner); Secretary of State (the state's chief elections officer) , and Superintendent of Public Instruction (Office of Public Instruction). The directors of the various executive branch departments are appointed by the Governor, subject to the senate's confirmation, and serve at the Governor's pleasure.

22.3 The Judicial Branch

The Judicial Branch consists of the supreme court, district courts and justice courts. The Supreme Court is comprised of a chief justice and six justices, each of whom are elected for eight year terms.

The Legislature has divided the State into 21 judicial districts, each of which elects one or more district court judges for a term of six years. Justice courts are created in each county and have jurisdiction over misdemeanors and such other matters, other than felonies, assigned by the Legislature.

33 Current Core Process Environment

The management of core processes at the State is characterized by a mixture of centralization and decentralization. The current suite of core systems provides centralized support for all State agencies. However, agencies have been delegated authority which allows them to incorporate differing processes in their utilization of the core systems. In addition, Phase I of MT PRRIME identified several agency business needs which are not met by the current systems. As a result, agencies have developed internal systems and processes to support these needs. Agencies have also developed a number of systems and processes to meet agency and program specific needs. Many of these systems contain detailed financial data which is program specific. Ultimately, agencies post all accounting and human resource information to the core systems either in detail or as summary transactions.

The University System operates and maintains separate systems for its various campuses. Several methods are used to provide university data to the core systems and the Legislature.

23.1 Accounting

Accounting functions are decentralized with primary support from the Statewide Budgeting and Accounting System (SBAS). Many agencies have fiscal officers, accountants, and accounting staff located in their centralized service or administration and finance divisions. Several agencies with divisions operating major programs have located additional accounting staff within the division. The Accounting and Management Support Division of the Department of Administration provides support for SBAS and the Warrant Writer, establishes State accounting policies and procedures, manages the federal Cash Management Improvement Act, and prepares the Comprehensive Annual Financial Report. State statute requires that all agency and university financial transactions be recorded on SBAS and that the financial system (SBAS) be maintained in accordance with generally accepted accounting principles, except for encumbrances.

Agencies are able to perform all accounting activities on their own by entering information into their own internal systems and SBAS. Ultimately, all transactions must be entered into SBAS in either detail or summary form. Accounts receivable functions typically involve agencies making their own deposits and forwarding information to the State Treasurer's Office. Accounts payable processes involve agencies posting information to SBAS and the Warrant Writer. The Warrant Writer provides centralized processing of State warrants including an offset process for bad debt collections. Most grant processing is very decentralized with agencies accumulating data on agency specific systems and posting summaries to SBAS.

"No Warrant Transfer" processes allow for inter-agency billing and payment. Several agencies generate on-line bills from their operational systems. These bills are loaded into SBAS and routed for payment to the appropriate agency where the no-warrant transfer can be completed on-line.

The University System maintains separate systems for their accounting processes and posts data to SBAS to facilitate statewide planning and budgeting.

23.1.1 The Statewide Budgeting and Accounting System (SBAS)

SBAS is the State's primary accounting system. SBAS provides for on-line entry and editing of financial transactions, besides allowing for electronic transmission of data daily; however, actual updating occurs in a batch mode overnight. Agencies can organize their data in SBAS with a variety of codes allowing substantial levels of detail. SBAS provides for the tracking of both budgeted and actual expenditure information. General Ledger functionality provides for double-entry fund accounting. SBAS interfaces directly with the Warrant Writer in the issuance of State warrants. SBAS processes 5,000,000 transactions per year.

The State Treasury is made up of deposits held in one or more separate bank accounts in the name of the State of Montana in almost every county of the state. This results in the funds of the State Treasury being held in about 60 banks throughout the state. The funds are kept outside of Helena for the shortest time possible before being electronically sent to the main bank in Helena. The accounting for these funds is accomplished by an automatic second accounting entry that is created each time cash is deposited into any one of the state bank accounts anywhere in the state. This automatic entry identifies which bank the cash was deposited to in SBAS and is made to a fund (accounting entity) called the Treasurer’s Account.

The Treasurer’s Account is also used to record the issuance of all warrants. The Treasurer’s Account then is used to purchase warrants that have been cashed by individuals and have gone through the banking system. At any given time we can see how much is left in outstanding warrants. Any excess funds not needed to purchase warrants will be invested to earn interest.

SBAS was first written in 1971 with major enhancements in 1978 and 1989. It is written in COBOL with VSAM files, IDMS database and CA/IDMS ADS/A on-line screens, and CULPRIT report writer. The system is managed by the Accounting and Management Support Division within the Department of Administration and technical programming and system analysis support is provided by the Information Services Division within the Department of Administration. The system runs on the IBM mainframe operated by the Information Services Division of the Department of Administration.

23.1.2 Information Control Core (ICC)

The Information Control Core (ICC) application provides the coding structure for the State's accounting function. The ICC relates and interconnects accounting codes such as funding source, object of revenue, object of expenditure, agency code, etc. Processing in SBAS is based upon the accuracy and interdependencies of the ICC.

ICC was first written in 1971 with major enhancements in 1978 and 1993. It is written in COBOL with VSAM files, IDMS database and CA/IDMS ADS/A on-line screens, CULPRIT report writer. The system is managed by the Accounting and Management Support Division within the Department of Administration and technical programming and system analysis support is provided by the Information Services Division within the Department of Administration. The system runs on the IBM mainframe operated by the Information Services Division of the Department of Administration.

23.1.3 Warrant Writer

The Warrant Writer consists of three functions:

1) Generation of Warrants - These warrants consist of payments to vendors, refunds for items such as income tax and special permit hunting licenses, retirement benefit payments and some of the smaller university units payroll. These warrants are generated in three different ways. The first is "mailers", which is a pressure-sealed form that is ready for mailing immediately after it is printed. The second is "non-mailers", which allow for the agencies to include the warrant with other information being sent to the recipient. The last approach is Direct Deposit using the First Bank clearing house. The Direct Deposit process is currently being modified to include addendum records which will allow electronic notifications of payments to vendors. During warrant generation, the system can also consolidate the payments of multiple agencies into one payment.

2) Warrant Cashing - The warrant system receives data from First Bank on a daily basis that updates the status of a warrant to be cashed. This process is done for all warrants generated by this system and for warrants generated by other systems (external warrants) such as the State's central payroll, payroll for several university units, and AFDC warrants. The external warrant data is loaded to the Warrant Writer after the individual systems generate the actual warrant.

3) Bad Debt - The bad debt offset process allows federal, county, and State agencies to record individuals that owe the agency money allowing the agency to automatically take a portion or all of the amount of a warrant being generated to satisfy the bad debt.

A subsystem of the Warrant Writer is the 1099 system. Agencies can provide 1099 payment information either at the time the warrant is created or at a later date. The 1099 system is keyed on a payee ID that has previously been approved as a valid number. Some State agencies keep their own 1099 information and provide the data electronically to the main 1099 system each year. All payments made to a given ID will be consolidated into one 1099-MISC issued by the State.

The Warrant System was written in 1989. It is written in COBOL with IDMS database and CA/IDMS ADS/A on-line screens. The system is managed by the Accounting and Management Support Division within the Department of Administration and technical programming and system analysis support is provided by the Information Services Division within the Department of

Administration. The system runs on the IBM mainframe operated by the Information Services Division of the Department of Administration.

23.1.4 Property Accountability and Management System (PAMS)

PAMS is the State's primary system for tracking physical assets. Agencies provide input to PAMS manually (paper transaction). This input is then entered into the PAMS system by data entry personnel. Several agencies have internal inventory and fixed asset systems, but these systems do not directly interface with PAMS. PAMS maintains data on 50,000 capitalized assets, some of which are aggregate items. PAMS does not maintain information on inventory items.

PAMS was written in 1979. It is written in COBOL with VSAM files. The system is managed by the Accounting and Management Support Division within the Department of Administration and technical programming and system analysis support is provided by the Information Services Division within the Department of Administration. The system runs on the IBM mainframe operated by the Information Services Division of the Department of Administration.

23.1.5 Regents Employee Reporting System (RERS)

RERS allows the State of Montana university units to report personal services budget and expenditure data from their individual systems into a common database. Data from the various university units about their positions, employees, and budgets is used to update RERS. Payroll expenditure information is extracted from SBAS and used to update current expenditure data on RERS. This information is used by the Commissioner of Higher Education (CHE), the Office of Budget and Program Planning (OBPP), and the Legislative Fiscal Division (LFD) for general reporting and in the development of budgets and appropriation bills. Data on approximately 10,000 university employees is available on RERS. The university unit's financial and human resource systems are "out of scope" for purposes of MT PRRIME. The State anticipates that a minimum amount of information requirements would be identified and that interfaces with existing university unit systems would be created to transfer information to the State's core business systems.

RERS was written in 1990. It is written in COBOL with IDMS database. The system is managed by the Office of the Commissioner of Higher Education. Technical programming and system analysis support is provided by the Information Services Division within the Department of Administration. The system runs on the IBM mainframe operated by the Information Services Division of the Department of Administration.

23.2 Human Resources

The Department of Administration, State Personnel Division, provides leadership and guidance for human resource activities within the executive branch. The division establishes minimum policies in most areas of human resource management and administers programs in employee and labor relations, training, classification, pay and employee benefits. The division is also responsible for operation of the Payroll, Position Control, and Personnel (PPP) system.

The Legislative and Judicial branches of state government use the PPP payroll functions, but do not use the personnel or position control functions.

Each agency is responsible for activities such as identification of the mission and business strategy; the creation, development and maintenance of organizational structures, and identification of the work force competencies necessary to carry out the strategy. Agencies perform job design, develop job profiles and maintain employee records, typically in paper format. They rely on the PPP system for certain employee and position data as described below.

Position management is currently handled by the position control portion of PPP. The system tracks each budgeted position. Information attached to the position record includes position number, FTE, salary and benefits, classification and pay plan, FLSA status, employee, pay location, agency, cost center, and budgeted hours. Expenditures by position and cost centers are reported for each pay period, and year-to-date, including unallocated salaries and remaining budget.

Recruitment and selection and other staffing activities are highly decentralized to the agency level. Each agency is responsible for work force planning and its own recruitment, applicant evaluation, and selection. Each agency is required to input basic information about each applicant into the statewide applicant flow system (PPP) that is used to generate required EEO and other reports. State agencies partner with the Job Service to post and distribute announcements and to collect applications.

Training and development is decentralized to the agency manager level. Managers determine specific training needs. Agency policies typically require basic training for all employees, e.g. orientation, agency policy, sexual harassment. Agencies are free to purchase training from the central training unit (Professional Development Center) or external vendors. Some agencies employ training officers. Agencies can record training courses taken by employees in the PPP system.

Some agencies conduct performance appraisals and some don't. Agencies are able to use the PPP to record and report appraisal dates.

A statewide position classification and pay plan covers most State positions/employees. There are also blue collar, teachers and physician pay plans. There are some positions exempt from any pay plan.

Currently, the statewide plan includes 25 pay grades. Positions are classified using a point factoring method of job evaluation. Each State agency is delegated responsibility to allocate positions to classes. The pay plan is an open range plan with minimum, midpoint and maximum rates. Employees are assigned a market ratio which is the relationship of their pay rate to the midpoint for their grade. The midpoint of the plan is constructed with reference to a biennial salary survey.

The blue collar plan has 13 grades with two steps for each grade. The teacher plan is a matrix of grades and steps. The physician plan has 4 grades and an open range similar to the statewide plan.

There are about 150 occupations divided into 1,300 different classes amongst the 4 pay plans (e.g. engineer, accountant, secretary). There is a longevity increment of 1.5% of base salary for each five years of service for all pay plans.

The PPP supports compensation through the payroll and position control processes.

Payroll processing in PPP incorporates an exception-based pre-payroll process utilizing Clipper systems deployed to payroll clerks around the state. Data is downloaded, updated, and then returned to the mainframe during each two week payroll period. Time and attendance is currently paper based with data entry performed by agency payroll staff. The system pays on average 11,500 employees on a biweekly basis from 37 State agencies (executive, legislative and judicial). There are about 4,500 employees in the Helena area, the rest are spread throughout the state. Employees work in offices, hospitals, prisons, their home, or in field locations such as on highway construction projects or in forests. Employees are paid through EFT or paper warrant. The majority of employees are compensated according to one of four pay plans, however, some employees are exempt from any pay plan. There are about 200 voluntary and mandatory deductions available. Examples include state and federal taxes, eight retirement systems, insurance premiums, flexible spending, deferred compensation, union dues, credit unions and charitable contributions. State agencies can also use the payroll system to pay employee travel expenses and employee allowances for such things as tools and uniforms. The central system is responsible for long term maintenance of employee pay records in electronic, paper and fiche formats. The system exchanges data with several other systems.

The State Employee Group Benefit Plan consists of self insured health, dental, wellness and EAP plans, and vendor insured life and vision plans. These benefit plans are supported by the Benefits Participant Administration (BPA) and Human Resource Base (HR Base) modules of Tesseract Software placed in production in 1994. Included is an interface with the PPP to collect employee information and premiums paid through the payroll process. The Tesseract provides the PPP with premium amounts to be deducted from employees pay.

Employees can participate in medical and childcare Flexible Spending Accounts (FSA) and deferred compensation. Most employees must participate in one of the eight employer and employee funded retirement plans (e.g. Public Employees, Teachers, Game Wardens, Highway Patrol). The State provides paid sick leave, vacation and holidays, must comply with the FMLA and provides compensatory time and overtime according to the FLSA. The retirement plans are administered by the Public Employees Retirement Division or the Teachers Retirement Division. Retirement contributions are treated as a payroll deduction in PPP. The PPP is used to track compensatory time and sick and vacation leave balances.

The State contracts with vendors to provide insurance and FSA claims processing and payments and for deferred compensation administration.

23.2.1 Payroll, Position Control and Personnel (PPP)

PPP has been in operation since 1982. It is written in COBOL with IDMS database and CA/IDMS ADS/A on-line screens. CULPRIT is used as the report writer. PPP is primarily a batch processing system. Each pay cycle, several transactions are generated for each employee using a Clipper application developed in 1989. Technical programming and system analysis support is provided by the Information Services Division within the Department of Administration. The system runs on the IBM mainframe operated by the Information Services Division of the Department of Administration.

PPP is the state's primary system for making payroll payments, controlling position information, and for identifying and maintaining employee personnel information. PPP interfaces and exchanges data with a number of systems including: the Executive Budget System, to allow it to follow the mandates of legislative intent in the creation and maintenance of positions; and to SBAS, to provide initial payroll expenditure data.

23.2.2 Tesseract

Tesseract consists of a VSAM database and uses CICS as the on-line transaction processor. Programs are written in COBOL and Assembler. HR Base and BPA are environmentally independent, table driven, and date sensitive applications. HR Base stores and tracks status, compensation, and position information on employees, retirees, and COBRA members. BPA maintains information about member and dependent benefit enrollments.

23.3 Budgeting

Budgeting functions are decentralized with systems support from the Montana Integrated Budget System (MIBS). Many agencies have budget officers and staff located in their Centralized Service or Administration and Finance Divisions. Several agencies with divisions operating major programs have located additional budgeting staff within the division. The Office of Budget and Program Planning (OBPP), located in the Governor's Office, assists the Governor in the preparation and administration of the State budget, monitors revenue estimates, prepares and publishes fiscal notes on proposed legislation, and acts as the approving authority for operational plan changes, program transfers, and budget amendments in the executive branch.

Agencies perform budget creation activities on their own utilizing a variety of agency built systems and then entering information into MIBS. This information is utilized by OBPP, and final budget amounts are negotiated to create the executive budget. The Governor’s budget is released to the Legislative Fiscal Division (LFD) to allow them to analyze the budget, publish budget tables and record legislative action. After legislative action, the approved budget is loaded by OBPP into the Legislative Appropriation System (LAS) and Revenue Estimate System (RES) to implement and maintain budgetary amounts on SBAS and position control for all State agencies, and to report SBAS summaries compared to budgetary amounts.

After the legislative budget process is complete, agencies are required to allocate their budgets at the control levels established in the appropriation act which is defined by the "Appropriation Book" prepared after each session. From this point, the agencies chose to either input their budget allocations at the level required by the legislature or to further allocate their budgets to a lower level. The level of further allocation varies not only between agencies but also within an agency depending on management style, variety of funding sources, flexibility in funding sources, and additional state or federal regulations that apply to their program. Throughout the fiscal year budgets are adjusted due to changing program direction, level of actual revenues available to support their program, and certain increases in budgets that arise after the legislature leaves.

Budget allocations are input into SBAS by agencies either manually or via sub systems that create budget allocation entries that are imported into SBAS. Division administrators and their program managers may chose to allocate their budgets at as low a level as expenditures can be recorded within a cost center.

During the year, agencies utilize the budgets in the SBAS to monitor the soundness of the financial status of each funding source and program. Funding sources frequently cross lines of multiple programs and agencies resulting in ongoing changes in budget allocations as projections in expenditures, revenues and cash balances change during the year.

OBPP and the LFD are currently in the process of developing MIBS. MIBS will replace the Executive Budget System (EBS) and Legislative Budget System which have been used for a number of years. The proposed system will be required to either fully interface with MIBS, or include a budget module which will meet the requirements of the State. Replacements for the LAS and RES systems are required. A fully integrated solution is preferred, if an acceptable solution is found.

During the 1997 biennium, the Office of Budget and Program Planning and the Legislative Fiscal Division contracted for design and budget update modules of MIBS. Only a portion of the project, a replacement for the EBS and LBS systems, was completed due to contractor cost overruns and funding constraints. Replacements for the LAS and RES systems which were not completed will be included in the following phases. Phase 3 will automate the appropriation control and implementation process which updates all of the recommended agency budgets for legislative action and ties all appropriations to the general appropriation, State pay plan, and other appropriations bills. Phase 4 will automate all agency requests for changes to operating budgets and appropriation and revenue estimates, and involves maintenance functions that currently are processed manually on B212/214 forms and then recorded on the SBAS. Phase 5 will integrate the MIBS with the SBAS and the PPP Control System or their replacement systems (MT PRRIME), and with the Executive Planning Process (EPP) to automate the initial steps in the budget development process.

23.3.1 Montana Integrated Budget System (MIBS)

MIBS is written using Oracle Developer 2000, Oracle Designer 2000, and the Oracle 7 database. The system is managed through a cooperative effort between the Legislative Branch and the Governor's Office. The system operates on the State Data Center's midrange platform and technical programming and systems analysis support is provided through private sector contracted services.

23.3.2 Legislative Appropriation System (LAS) and Revenue Estimate System (RES)

These systems are written in COBOL to update VSAM files. The systems use batch processing for the updating of the various LAS/RES files and to generate SBAS update transactions. Transactions are manually approved from the paper update request forms and approved transactions are recorded in a PC-based data entry system and posted to TSO files to be read by the systems.

23.3.3 Executive Budget System (EBS)

A portion of the EBS system still must be used to extract SBAS and P/P/P data for the initial budget development steps. The EBS system is written in COBOL and Dylakor 250/260 which create VSAM and tape files. Data from these files is then massaged and loaded in MIBS using

FOXPRO programs and database files and SQL Loader. FOXPRO and Lotus files are used to capture approved EPP items, which are merged into the data above in the MIBS load.

23.4 Purchasing

The Procurement and Printing Division of the Department of Administration manages centralized purchasing for State agencies by investigating possible sources for products, determining alternate product possibilities, preparing specifications, soliciting bids, awarding contracts, enforcing the terms and conditions outlined in purchase orders, and providing technical assistance to State agencies regarding purchasing laws. The division uses a PC- based Advanced Procurement System (APS) to manage its vendor list of 8,000, to log requisitions, and to generate purchase orders. A second PC-based program runs a bid tabulation program.

Agencies have the authority to handle their own purchasing requirements up to their delegated authority limits. Many agencies have purchasing staff located in their Centralized Service or Administration and Finance Divisions. Some agencies have additional purchasing staff located within other divisions.

Agency purchasing processes are widely varied. Some agencies purchase low cost items either directly through charge accounts or purchases made by employees. Others require purchase order documentation for every purchase. Most high dollar purchases are routed through the Purchasing Bureau for competitive bidding.

No state-wide system support is available to purchasing personnel. However, many agencies have developed systems to support their tracking of purchasing activities. Systems range from LOTUS spreadsheets to ORACLE databases.

23.4.1 Purchasing Accounting Reporting Information System (PARIS)

The State of Montana has implemented a program designed to allow agencies the ability to make small purchases, currently defined as $5,000 and less per transaction, using a purchasing card (MasterCard). The intent of this program is to increase the efficiency of the purchasing system by eliminating manual steps and costly paperwork required to make small purchases. As a positive byproduct of the program, the State can: 1) reduce the amount and number of petty cash funds, 2) better identify the actual cost to make such purchases, 3) reduce the audits and administration of small purchases, and 4) enhance the reporting of purchases made. The accounting functions necessary to support this program are processed and approved through the PARIS software which is “mapped” directly to the Statewide Budget and Accounting System to create a 276 Distribution Voucher.

The PARIS software package is a commercial product from GE Capital. The software is run from a network installation and writes data to an ORACLE database that is located on a mid-tier server maintained by the Information Services Division.

Each agency is required to establish a hierarchy(a breakdown of the divisions and bureaus within each division) within the PARIS software system. The hierarchy is extremely important since reporting and security are based on this structure. For example, an agency who lists only the agency name on the hierarchy would allow users of the system access to information for the entire agency. Further breakdown by division/bureau allows restricted access to view only that division/bureau, which increases security for that agency.

The security level for agency PARIS users is divided into two categories. Managerial rights allow users to only view transaction information and generate reports. Administrative rights allow users to edit and approve transactions and also generate reports.

The system is managed by the Accounting and Management Support Division. Technical programming and system analysis support is provided by the Information Services Division within the Department of Administration.

34 Information Technology Environment

The State's Information Technology environment is managed and operated from an enterprise perspective. The governance structure involves several organizations (Information Technology Advisory Council, Information Technology Managers' Group, and SummitNet Executive Council), Information Services Division within the Department of Administration, and agency information technology organizations. For a description of this governance structure, as well as detailed information about the State's plans for technology, see the State of Montana 1998-98 Information Technology Plan. Copies are available on request or can be accessed via the ISD HomePage at URL http://www.mt.gov/isd/.

24.1 Centralized Functions and Services - Information Services Division

The Information Services Division (ISD) within the Department of Administration is responsible for the delivery of information services and the planning, coordination, training and control of information resources throughout state government.

24.1.1 Information services and resources provided include:

24.1.1.1 Computing hardware/software. ISD manages mainframe and mid-tier platforms and the associated software portfolio. Professional software specialists support this environment, including operating systems, and database management systems and tools.

24.1.1.2 Computing and telecommunications network hardware/software. ISD manages the statewide voice and data networks which allow agencies in local offices to communicate with and use central resources. Professional specialists support network services and the standard desktop environment (operating system, e-mail, word processing, spreadsheet, database).

24.1.1.3 Professional analysts and programmers. ISD maintains a staff of analysts and programmers who are available for State agencies' use in the development and support of application systems.

24.1.1.4 Professional information resource management and planning. ISD provides policy development, emerging technology research, and coordination and management of Information Technology acquisition.

24.1.2 Mainframe/Midrange Computing Environment

24.1.2.1 The State has a data center located in Helena. The current configuration of mainframe and midrange computer hardware is listed in Appendix B. The supported mainframe software list is in Appendix C.

24.1.2.2 The State's use of Information Technology has to date emphasized the use of On-Line Transaction Processing (OLTP) in supporting its key business functions. The state's mainframe is configured to assure high performance levels, especially during prime shift on weekdays, in support of these OLTP applications. As a result, response times for these applications is typically under one second in the Capitol complex, and under four (4) seconds statewide.

The State's mainframe data center has been configured, and functions in the manner of a service bureau, wherein the production applications it supports are implemented and maintained by the respective customer agencies. Various automation software tools have been deployed, including an automated batch scheduling restart/recovery package, on-line print viewing and distribution, advanced function printing, and an automated mailing forms printing and preparation service. The deployment of these tools and methods has resulted in very few application-specific job functions (I/O control, report balancing, scheduling, etc.) being accommodated by the data center staff.

TCP/IP was installed on the mainframe configuration in May of 1996. TCP/IP traffic on the mainframe has shown significant growth.

Centralized, shared-use Imaging Technology is currently being analyzed, and will likely be deployed within the next year.

Data entry has been outsourced, and is accommodated by a private firm located in Helena.

Channel-attached computer output microfiche (COM) services are provided as an optional alternative to computer printed output.

The data center also relies heavily upon Candle Corporation's series of "Omegamon" software tools for performance monitoring, capacity planning, and system tuning assistance.

The data center exercises an active disaster planning program, and is under contract with an out of state firm for disaster recovery "hotsite" services. Recovery strategy (for both the mainframe and centrally-administered mid-tier production Oracle server) relies on a full DASD backup. The Oracle server DASD is backed up every night, the mainframe DASD is backed up from three to five times per week, dependent upon production workload on a given day and the resultant availability of an adequate backup window. The objective is to migrate to a nightly backup of mainframe DASD over time. Backup tapes are stored in an off-site vault. Disaster recovery rehearsals are conducted at the hotsite at least once a year, with semi-annual rehearsals being the target objective.

As a result of configuring the data center for optimum prime-shift OLTP performance as described above, the data center is really "over-configured" when considering total workload on a 7x24 basis. Nights and weekends are typically under-utilized, and have available significant unused computer cycles.

The state's central data center operates as an internal enterprise. Rates charged to State agencies for services rendered generates the revenue needed to cover the cost of providing those services. IBM SMF data is used to track the amounts of mainframe computing resource consumed (cpu seconds, lines printed, excp's, tapes mounted, DASD consumed, etc.) by each customer agency each month. The central production Oracle server rates are based upon the amount of DASD utilized by each production database residing on the system. All costs of data center service provision (personnel, hardware, software, maintenance, supplies, etc.) are recovered by the application of these rates.

The State's standard mainframe computing environment is targeted toward general purpose, multi-user, multi-tasking application services. The defacto standard operating system is IBM MVS/ESA. The State is currently converting its mainframe operating system to OS/390, which is planned to be in production status by October, 1997.

24.1.3 State Network Environment

ISD is responsible for providing data networking facilities and services for all agencies of state government, political subdivisions of the state, and certain non-profit organizations. ISD has implemented 2 major data networking topologies at this time: the SNA Network and SummitNet. Within the next two years, the State anticipates that the physical SNA network will be collapsed onto the SummitNet backbone.

24.1.3.1 Systems Network Architecture (SNA) Network

The SNA Network is hierarchical and represents one of the State's oldest and most extensive data networks. The hub of this network is an IBM MVS mainframe computer located at the Mitchell Building in Helena. The network extends to every county seat using multi-drop Synchronous Data Link Control (SDLC) lines and IBM 3270 display devices. There are approximately 2,000 terminals connected through two (2) 3745 front end processor nodes (Physical Units, Type 4). The majority of SDLC lines operate at 9.6KBs with a T-1 connection between the 3745 front end processors. Approximately ten (10) percent of the end nodes are actual 3270 devices, the remaining nodes being personal computers running 3270 emulation. The majority of personal computers are networked at the local level with IBM Token Ring (802.5) Local Area Networks (LAN's). Attachmate Corporation's Extra! 3270 gateway and ZIP!Mail products are utilized for 3270 physical unit gateway function. Appendix F provides the logical SNA network infrastructure.

24.1.3.2 State and Universities of Montana Multi-Protocol Network (SummitNet)

SummitNet is the intranet for the State of Montana and the University system. The primary supported protocol is TCP/IP, but it also supports some IPX and SNA traffic. The SummitNet core backbone is a T-1 meshed network connected by Cisco 7500 series routers located in Billings, Bozeman, Helena, and Missoula. Remote locations are typically connected by 56Kbs/28CIR frame relay circuits. Internet access is provided by T-1 connections at core routers in Missoula and Bozeman. ISD is using a private numbering plan for IP addressing requirements. Appendix F provides the logical SummitNet intranet structure.

ISD expects to upgrade the SummitNet core backbone to DS3 technology in fiscal years 1998/99, using ATM technology to support voice, video, and data applications. Internet connections at Bozeman and Missoula are expected to be upgraded to two (2) T-1 links in fiscal year 1998.

24.1.3.3 Remote Access

Information Services Division currently provides remote access to a number of enterprise applications. ISD provides for central modem pools (28.8K maximum) which provide access to the mainframe and to a central application server. Currently, ISD uses Novell's NetWare Connect to authenticate individual user rights and Citrix WinFrame on an NT server to host Word Perfect, Lotus 123, ZipOffice and Extra 3270 client applications. The State intends to release an RFP that would provide for statewide access to SummitNet using a Internet Service Provider with dedicated links into SummitNet. The intent of this RFP is to provide local or 800 service statewide to provide access to State employees in a travel status, local government entities not requiring dedicated connections, and host based dial-up applications.

24.1.3.4 Campus Fiber Backbone

ISD maintains a Campus Fiber Backbone (CFB) network for connecting Local Area Networks (LANs) deployed throughout the State capitol complex in Helena. The CFB typically connects to a 16Mbps services ring in each building, IBM 8260 intelligent hubs are used to interconnect each building's services ring to the CFB. Leased 16Mbps transparent LAN services connect major off-campus sites to the CFB, these sites include the: Department of Transportation; Military Affairs; the State Fund; and sites that house multiple agencies.

ISD expects to upgrade the CFB to 155Mbps ATM, this upgrade is scheduled to be completed in fiscal years 1998/99. In the same time frame, a second ring is expected to be deployed throughout the State capitol complex to support public web servers.

24.1.3.5 Local Area Network Environment

Information Services Division provides the physical LAN infrastructure throughout the state. ISD has responsibility for establishing LAN standards, physical design and operation of inside cable plant, wiring hubs, bridges, gateways and routers supporting the LAN environment.

The State LAN topology standard is (802.5) token ring [4/16MB]. The 15 buildings located on the Campus Fiber Backbone (CFB) use IBM 8260 Intelligent Wiring Hubs and Cisco routers to provide interconnectivity. Cisco routers have been deployed extensively on the capitol campus for connecting LAN's to the CFB as well as providing LAN segmentation within major buildings. Most buildings located on the CFB have been wired with 4 pair CAT 5 UTP cable capable of running at 100 Mbps.

In addition to the 4MB/16MB token ring LAN environments, the State has a limited number of 802.3 Ethernet LAN environments. DEC/VAX mini-computers and 802.3 Ethernet are used by the following State agencies: Department of Environmental Quality (DEQ); Department of Transportation (DOT); and State Library.

Most remote State offices use IBM 8228 Multi-Station Access Units (MSAU) for LAN connectivity. The majority of the remote offices are wired with CAT 5 UTP cable, but some Type 3 cable still exists in some of the smaller remote offices. These remote offices operate either at speeds of 16MB or 4MB depending on their wiring infrastructure and workstation capabilities. Remote LANs are typically connected to the backbone with 56kb/28.8 CIR frame relay circuits and Cisco 2500 Token Ring Routers.

24.1.3.6 Help Desk Services

ISD maintains a single-point-of-contact Help Desk which is staffed with one manager and six technicians who provide direct staff support 84 hours per week (6:00 am - 10:00 pm, Monday through Friday and 8:00 am to 12:00 pm on Saturday). The Help Desk provides two separate and distinct functions: (1) logging, tracking and resolution, or elevation of data network or desktop application related problems; and (2) project management for coordination of all data network adds, moves, and changes including SummitNet conversions and new installations. Network Management tools employed include Peregrine Systems' ServiceCenter application for problem, change, inventory, and asset management; IBM's NetView for AIX enterprise network proactive monitoring and troubleshooting; and Omegamon VTAM for monitoring NCP and VTAM usage, as well as SNA data into VTAM. Additional Help Desk responsibilities include the management and administration of the State's Domain Name Services (DNS), and TCP/IP addresses.

24.2 Standards and Strategic Directions. As a result of strong collaboration and enterprise thinking by State agencies, there is a strong commitment to standards. Agencies have made substantial investments in these standards and strategies.

24.2.1 Microcomputer Environment

The government agencies of the State of Montana have been purchasing microcomputers since 1984. ISD has established a microcomputer standard based on IBM and IBM-compatible equipment and selected software. ISD provides technical support for hardware and software within this standard. The State currently has in place term contracts for microcomputer purchase with Dell Computer Corporation, Digital Equipment Corporation, and Computerland of Helena (IBM computers). The emphasis in the microcomputer environment is on the use of networked systems. In May 1996, the State adopted a target platform for desktop LAN workstations, the preferred minimum technology level consisting of:

1) 100-MHZ Pentium processor
2) 16 MB memory
3) 1 GB hard drive
4) 15 inch SVGA monitor
5) 1 4X CD-ROM per workgroup

Currently, there are approximately 10,000 microcomputers in use in State government; 80% have 80486 processors or better, 20% are 80386 or below, and approximately 90% of these microcomputers are network attached. Agencies are upgrading desktop workstations to meet or exceed the preferred minimum technology level and will continue as funding permits.

24.2.2 Microcomputer Operating Systems

Although there are legacy microcomputer operating systems (e.g. DOS, Windows 3.1), the State anticipates Windows 95 to be the pervasive personal computer operating system within the next two years.

24.2.3 LAN Operating System Standard

In 1993 the State of Montana established Novell's NetWare 4.x as the standard LAN operating system for local area network directory services, file and print services, security, and local area network management. ISD currently supports both NetWare 3.x and NetWare 4.x with an emphasis on NetWare 4.x. Currently, the State has over 150 NetWare 4.x servers and over 250 NetWare 3.x servers. The number of 4.x servers is expected to increase to approximately 175 by July 1997, with continued growth expected. ISD is currently planning the upgrade of the NetWare 4.x servers to NetWare 4.11, this process is expected to begin in May 1997. The predominant protocol in this environment is IPX with an anticipated shift to NetWare IP. The State uses a single Novell Directory Services (NDS) tree for enterprise management and security of NetWare file and print services. The NDS tree is centrally managed by the Network Operating System Support group in ISD.

24.2.4 Desktop Environment

WordPerfect has been the State word-processing software standard since 1984, along with Lotus 1-2-3 for spreadsheet applications. Lotus Freelance and CorelDraw are the State

graphics software standards. Lotus Approach has been selected as the State desktop database software standard. Desktop and LAN supported software is identified in Appendix D.

24.2.5 Enterprise e-mail

The State has had an enterprise wide e-mail system since the late 1980's. This product is Attachmate's Zip!Office in the LAN environment and EMC^2/TAO on the mainframe to provide e-mail to non-LAN users. The State is currently in the process of acquiring an enterprise electronic mail/groupware product, and a contractor to provide implementation support.

24.2.6 Database Standard

The State has established Oracle as its database standard. Oracle is one of the key foundational pieces for the implementation and deployment of client/server computing and distributed processing in the state. In addition to the Oracle enterprise database software standard, Lotus Approach has been selected as the State desktop database software standard.

24.2.7 Database development tools

The State's current strategic technology and standard for professional IT development tools are Developer 2000 and Designer 2000 from Oracle.

24.2.8 End user ad hoc reporting tools

The State's current strategic technology and standard is Discoverer 2000 from Oracle.

24.2.9 Directory strategy

The State does not have a single directory strategy, but rather a number of strategies which incorporate proprietary directories. Currently the State uses NDS for NetWare FPS (File and Print Services), ACF2 for the MVS mainframe environment, Oracle directory services for the Oracle database environment and NTDS for NT server environments.

24.2.10 World Wide Web

SummitNet provides the infrastructure for web access. Many end users have installed web browsers on their desktop systems and are actively using the web. Netscape products are being used as an interim standard for Web browsers and servers; the Oracle Web Server is being used as the interim standard for accessing an Oracle database.

24.2.11 Midrange Computing Standards

The standard for midrange computing environments is targeted toward general purpose, multi-user, multi-tasking application services. The standard operating

systems are Windows NT and UNIX. The State of Montana Report of Mid-Tier Computing Standards and Recommendations document can be viewed at http://www.mt.gov/isd/planning/it_int/midtier/index.htm. The operating system standards include the following:

24.2.11.1 All future acquisition of multi-user, mid-tier application servers must have a native operating system (OS) that is either UNIX or Windows NT.

24.2.11.2 If the OS is UNIX, it must meet certain standards. The following are the standards and recommendations for the UNIX OS:

24.2.11.2.1 POSIX is the Portable Operating System Interface for UNIX standard that defines the language interface between application programs and the UNIX operating system. Adherence to the standard ensures compatibility when programs are moved from one UNIX computer to another. UNIX OS must be POSIX compliant.

24.2.11.2.2 SPEC1170 is the set of application programming interfaces (APIs) that UNIX vendors agreed upon as the standard definition of UNIX. These have since been adopted by the X/Open consortium and are used as part of their UNIX branding program. UNIX OS must be SPEC1170 compliant.

24.2.11.2.3 The X/Open consortium is the keeper of most UNIX-related standards. Through its branding program, it provides users with a guarantee that operating systems passing the test suite are "open." X/Open defines an open system as "a computer or communications system that conforms to agreed international standards and is available from more than one independent supplier." XPG3 was the initial standard, which has now been replaced by a more stringent set of tests to achieve XPG4 branding. XPG3 specifies standards to UNIX System V Release 4.0.

24.2.11.2.4 Support "scalability" to provide for future growth in the systems(s);

24.2.11.2.5 Meet certain minimum standards related to security;

24.2.11.2.6 Support both Token Ring and Ethernet connectivity to State networks and must support the TCP/IP networking protocol;

24.2.11.2.7 Support Oracle's database management system and products;

24.2.11.2.8 Interface with State standard E-mail. (The Department of Administration is currently in the process of selecting a new Enterprise E-mail package.)

24.2.12 Electronic Imaging Standards

The State has established standards for electronic imaging applications which provides a framework that emphasizes planning and coordination. The State of Montana Electronic Imaging Standards document can be viewed at http://www.mt.gov/isd/planning/it_init/imag_doc/index.htm.

24.2.13 Year 2000 Compliance

All software acquisition must be certified Year 2000 compliant, and support four digit year in all references to dates.

24.2.14 Emerging Technologies

The State continues to set strategic direction for emerging technologies and to select strategic technology products. Projects are underway to research EDI, data warehousing, among others.

24.2.15 Interactive Voice Response

The State Telephone Network (STN) consists of Nortel Meridian 1 telephone switches interconnected with dedicated T-1 connections (see Appendix F). The Capitol Complex telephone switching system provides: Nortel Meridian Voice Mail; Voice Menu; Meridian Mail Voice Forms; Automatic Call Distribution (ACD Max system); and Microlog's Integrated Voice Mail (IVR) system. The system may be upgraded to support links with host computers using Automatic Number Identification (ANI) and Dialed Number Identification System (DNIS) to present screen information to present screen information to an agent as the call is being presented to that agents telephone.

24.3 Decentralized Functions and Services

There is great diversity in the Information Technology (IT) environments of individual State agencies. Most agencies have IT professional staff to administer and maintain their automated systems. Individual agency IT staff sizes range from one Full-Time Equivalent (FTE) to more than forty. Approximately seventy percent of all IT professionals in the agencies are employed by eight of the larger agencies. The smaller agencies that do not have their own IT staff rely heavily on ISD to provide technical support.

Hardware platforms within the agencies are varied. While ISD centrally administers the only two mainframe computers in state government, many agencies maintain their own mid-tier and LAN servers. Agency use of mid-tier systems is expected to increase in the coming years with the advent of client/server computing. The State's standards promote enterprise-wide connectivity and the ability to exchange information easily.

There is a wide variety of commercial and custom-written software in use by the agencies. All agencies have connectivity to ISD's mainframe. This connectivity is necessary to access statewide application systems such as payroll, human resources, budgeting, and accounting.

Agencies currently provide their own LAN and applications support services, including the following functions:

- Purchase, installation, configuration and maintenance of equipment - servers, PC's and peripherals, notebooks, printers, network cards.
- Support, including help desk (larger agencies), trouble shooting for agency business applications and local area networks

The State's larger agencies' computing environments consist of mid-tier operations in Helena, token rings and LAN services in Helena, and in all 56 counties. For the most part, remote facilities in the counties or other decentralized locations, are not shared among agencies.

Local government computing environments consist of a wide variety of commercial and custom-written software and a wide variety of hardware platforms. Some county governments have computer staff resources while others rely on contracted vendors to provide hardware and software support.

SECTION 3

BUSINESS REQUIREMENTS

3.0 Introduction

This RFP has been developed to enable the State to obtain software and services from a vendor who will assist the State in implementing an enterprise-wide, integrated, core management system. The system will provide core, statewide functionality, as well as functionality for agencies. The requirements in this RFP have been written generally so that proposers will have the opportunity to fully describe their systems, and to fully describe proposed best practices and process improvements. In addition, the State has included its vision statements for those areas where they have been developed. The State expects these visions to guide its future direction, and would expect vendors to document how they and their software can help the State meet its visions. Proposers should fully and clearly respond to each item.

The State expects to contract with a vendor to provide services and software required to implement MT PRRIME. While subcontracts will be allowed (see Section 5) the State will contract with one vendor which will be considered the prime contractor and which will be directly responsible for all activity. Phase II and III Reengineering and Implementation Services are expected to include project management, reengineering, process redesign, organizational change management, network and computing platform design and configuration assistance, software acquisition assistance and planning, programming, and implementation. Software to be provided is expected to include accounting, human resources, budgeting, and procurement, and supporting modules.

The State may contract with a Quality Assurance firm to provide services to the State during the course of the project. In the event a Quality Assurance firm is utilized the vendor will be required to work closely with the Quality Assurance firm to ensure the State's implementation is successful.

31 Software to be provided

Proposers are required to provide software typically found in the following modules: accounting, human resources, budgeting, and procurement.

32 General Requirements

22.1 Vision

The State's future environment will be an enterprise in which management processes and systems are automated and integrated, applications and hardware are shared among agencies and between governmental units, common data is readily available and its integrity ensured, limited resources are employed for maximum efficiency and effectiveness, duplication is minimized, and costs are kept in check and financed in logical fashions. Systems of the 21st century will be dynamic and nimble, able to accommodate the thinking, practices, policies, and technology of the day. In short, the future management systems of state government will reflect a statewide, client-driven, responsive, competitive, government-as-a-business approach.

Proposers must **describe in detail** how the proposed software will assist the State in achieving its Vision.

22.2 Proposers must fully describe their ability to provide software compliant with the following general requirements:

22.2.1 Describe the software modules of the proposed system, they must be new, off-the-shelf application packaged software, fully developed for commercial availability, in current mainstream production, and available immediately. All modules of the proposed system must be installed in other public sector settings, preferably state government. The versions of the installed modules must be the same as the module(s) being proposed.

22.2.2 The software license must be a perpetual unlimited statewide license as opposed to a per seat license.

22.2.3 Integration. In addition to describing the integration of the modules in the proposed system, provide physical examples (tables, data elements, screen references, etc.)

22.2.3.1 Software modules should be fully integrated;

22.2.3.2 A single point of data entry should provide real time update of all modules;

22.2.3.3 Users should be able to begin queries in one module and obtain data from other modules.

22.2.4 Query and Analysis

22.2.4.1 The system must provide extensive on-line search capability;

22.2.4.2 The system should provide user-friendly on-line availability to data including the capabilities to ‘drill down’ and ‘roll up’ data in a variety of ways;

22.2.4.3 The system should provide extensive 'what-if' analysis and simulation capabilities;

22.2.4.4 The system should contain extensive built-in reporting capabilities, as well as allow non-proprietary ad-hoc reporting products to access data.

22.2.5 Management Reporting

22.2.5.1 The system should support various methods of providing management information including on-line inquiries, extract data files, graphic representation and hard copy reports;

22.2.5.2 The various State agencies are normally organized by agency, division, bureau, section, cost centers. Describe how the proposed system allows for reporting at the various organization levels. Include in this description the organizational levels used;

22.2.5.3 A goal of the integrated financial system is to provide managers at all levels with access to the information they need to manage the area for which they

are responsible. Identify the types of information that will be available at each level and how this information can be accessed;

22.2.5.4 The system should facilitate the production of high-quality printed documents;

22.2.5.5 The system should provide easy access to historical files for comparative, analytical and trend information.

22.2.6 Business Models

22.2.6.1 Proposers must describe the support the proposed system provides for highly centralized, highly decentralized, and hybrid business models.

22.2.6.2 Proposers must describe how the proposed system supports agency flexibility while ensuring the integrity and consistency of data;

22.2.6.3 Proposers must identify and discuss the business model which is recommended and why that recommendation is made. Proposers must also include information about which business model is chosen for most installations.

22.2.7 Proposers should describe the flexibility of the system with respect to business rules, screen, and program changes. Proposers should include information about state-made changes vs. vendor-made customization, and how they support future upgrades of customized versions of the system.

22.2.8 Best Practices. Describe "Best Practices" incorporated in proposal, including documentation substantiating the best practice status.

22.2.9 The system should provide for abbreviated user inputs so that user input is minimized.

22.2.10 The system should have the ability to edit and validate all data at the time of entry.

22.2.11 The system should allow for multiple and varying accounting/reporting periods and fiscal years (federal, state, biennial, calendar, other).

22.2.12 The system should have the ability to use data in standard desktop applications such as spreadsheets and word processors. Please describe the method which the proposed system utilizes.

22.2.13 The system should provide on-line, automated, workflow technology to manage routing, approvals, and the attachment of comments.

22.2.14 The system should have the ability to access on-line electronic user manuals, and provide on-line help facilities for all applications.

22.2.15 The system should have the ability for electronic commerce such as EDI and EFT.

22.2.16 The system should have the ability to accommodate input/output interfaces with other computer systems and technologies.

22.2.17 The system should have the ability to maintain audit trails for original entry and modifications to system data; audit trails from source document through the system; and audit trails that trace source documents through successive levels of summarization to the financial statements.

22.2.18 The system should have the ability to generate performance measure statistics (outcome and output measures). Proposers should include performance measurements for the proposed system in the areas of Accounting, Human Resources, Budgeting, and Procurement. Current State performance data can be found in the MT PRRIME reports on the MT PRRIME home page identified in Section 2.

22.2.19 The source code should be available to the State.

33 Accounting Module Requirements

23.1 Accounting Vision

The accounting process is self-balancing and highly automated with real-time, on-line processing capabilities. The process is fully integrated with other financially related systems such as human resources, budgeting, and procurement. The process can interface with other financial or information systems.

The accounting process allows the State to store all financial data in a database. Individual State agencies have access to the information for their day to day functions and the reporting hierarchy of information. The process can provide statewide summary data and generate financial documents for the appropriate accounting periods and financial entities. The system complies with generally accepted accounting principles and is adaptable to changes promulgated by the Governmental Accounting Standards Board.

The accounting process is user friendly, has a comprehensive user guide, and uses technology such as electronic data interchange, electronic funds transfers, imaging and scanning. The process can provide for confidentiality of certain data. Standard management reports, ad hoc reports, query information, and electronic access to multiple years of data are easily obtainable and reportable.

A centralized revenue and information processing center is part of the accounting process. This center provides services for revenue processing, information processing, accounts receivable processing, debt collection processing, and customer service activities. Its clients are government agencies with revenue collection responsibilities. The center uses a fully integrated information repository and accounts receivable package that is accessible to all department and agency stakeholders and is linked to relevant department operational systems.

Proposers must **describe in detail** how the proposed software will assist the State in achieving its Accounting Vision.

23.2 General Requirements. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.2.1 The ability to support the preparation of the State of Montana Comprehensive Annual Financial Report;

23.2.2 The development of the Statewide Cost Allocation Plan through compliance with OMB Circular A-87, "Cost Principles for State and Local Governments.";

23.2.3 The ability to open and process multiple accounting periods (current, prior and prospective) at one time;

23.2.4 Describe how the proposed system would identify the State of Montana's organizational structure for reporting purposes and how this structure is maintained. Describe the effort involved if an organizational structure is modified;

23.2.5 Identify and describe how the proposed system utilizes standard accounting codes such as object of expenditures, funding source, object of revenue, etc., and how these items are maintained.

23.2.6 In discussing the following requirements, proposers must also provide documentation certifying system compliance.

23.2.6.1 Compliance with generally accepted accounting principles as established by the Governmental Accounting Standards Board;

23.2.6.2 Support compliance with the Cash Management Improvement Act, Code of Federal Regulations Part 205.

23.3 General Ledger. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.3.1 The ability to maintain account balances by fund by agency as well as provide a roll-up capability of individual funds by like fund types;

23.3.2 The ability to post, either individually or in summary, financial events regardless of the origin of the transaction;

23.3.3 The ability to support subsidiary ledgers at various levels of detail;

23.3.4 The capability for transactions to update both budgetary and nominal (proprietary) accounts based on a single input;

23.3.5 The capability to post to the current and prior months concurrently and to maintain and report balances separately for the current and prior months;

23.3.6 The ability to support a general ledger analysis and reconciliation process by identifying accounts which do not balance;

23.3.7 Automatic generation of entries for post closing and opening of the new year.

23.4 Fund Accounting. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.4.1 The ability to account for budgetary resources at a lower level in the accounting classification structure than is budgeted and controlled by the Legislature and OBPP;

23.4.2 Edits for fund/appropriation availability prior to accepting commitment, obligation, or expenditure;

23.4.3 The ability to identify the type of budgeting, accounting and reporting treatments to be used for each fund (i.e. cash basis, modified accrual, full accrual);

23.4.4 A fund structure that supports multiple fiscal year and biennial accounting and defines each entity for which separate accounting and reporting are needed to meet legal and assigned responsibilities;

23.4.5 A standard object class code structure, for revenues and expenditures, which accommodates additional levels (higher and/or lower) needed to support statewide and agency management reporting and control needs.

23.5 Cash Accounting. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.5.1 Reporting capabilities to facilitate analysis of cash availability, cash flow projections and cash investment flows;

23.5.2 Accounting and reconciliation of State treasury funds held in banks throughout the state.

23.6 Encumbrance Processing. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.6.1 The ability to commit or obligate funds;

23.6.2 The ability to liquidate, partially or in full, the balance of existing encumbrances;

23.6.3 The ability to maintain current information on commitments and/or obligations on a fund by fund basis and by cost center;

23.6.4 The ability to generate accruals, for items requisitioned but not received and/or expended, at fiscal year-end and the ability to calculate accrual information at other reporting periods (i.e., quarter end, federal fiscal year end).

23.7 Accounts Payable. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.7.1 The ability to maintain information and processing to comply with IRS 1099 requirements;

23.7.2 The ability to support on-line matching requirements (purchase order, invoice, receiving report) to ensure payments are made in accordance with established procedures and provide on-line audit trails;

23.7.3 The ability to adjust liability if invoice is different from amount accrued if within the agency's tolerance level;

23.7.4 The ability to maintain an on-line history file of documents for a user defined period of time;

23.7.5 The ability to allow multiple payment addresses and/or bank information for a single payee;

23.7.6 A payment confirmation and follow-up process to reflect the stage of the scheduling process that the payment has reached and the date each step was reached; maintain a payment history of every payment.

23.8 Disbursement Processing. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.8.1 The ability to record on each payment relevant identifying information;

23.8.2 Various forms of payment (i.e., warrant, electronic fund transfer (EFT) with EDI capabilities, or inter-agency no-warrant transfer) including consolidation of payments to a vendor from a variety of agencies;

23.8.3 Compliance with federal government payment regulations for child support;

23.8.4 Accounting of payments issued, cleared, outstanding, etc.;

23.8.5 The ability to update an agency's records with payment information (i.e., warrant number, issue date or cash date);

23.8.6 The ability to re-establish payable for voided or non-negotiated warrants and reverse accounting transactions leading to the disbursement;

23.8.7 Integrate with general ledger module to provide ability to properly account for the reduction of specific fund/account balances when warrant clears bank;

23.8.8 Integrate with accounts receivable module to provide for automatic offset of debts owed State against certain warrant payments to individuals and vendors within parameters specified by user.

23.9 Accounts Receivable. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.9.1 Maintain detailed information by account sufficient to provide adequate audit trails and to support billing, receivable processing and aging, research, and collection activities;

23.9.2 Record all adjustments to bills that result from corrections, write-offs, waivers, confiscations, offers in compromise, etc., and post to customer accounts. Provide relevant information to support these adjustments;

23.9.3 The calculation and generation of customer bills including inter-agency billings, and record the establishment of receivables along with the corresponding revenues, expenditure reductions, or other appropriate offsets;

23.9.4 The generation of bills, forms, notices, letters, levies, warrants for distraint (liens), and appropriate copies. Allow user to customize forms and parameters;

23.9.5 The ability to define reoccurring receivables using various pre-defined billing cycles. Support the establishment and tracking of receivables to be paid under installment plans;

23.9.6 The ability to identify receivables that meet predetermined criteria for bad debt provision or write-off. Record the write-off of delinquent or uncollectible receivables that meet predetermined criteria;

23.9.7 Allow transactions related to manually prepared bills to be entered;

23.9.8 A bankruptcy tracking system to track bankruptcies in all payments types, combine them and file a proof of claim. Set parameters for different bankruptcy chapters and interface with the bankruptcy court system;

23.9.9 The on-line docketing of liens and releases filed with the Clerk of the Courts office. Provide relevant information to support filings;

23.9.10 The calculation and assessment of varying rates of interest and other charges on overdue receivables.

23.10 Revenue Processing. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.10.1 The data entry of multiple revenue sources;

23.10.2 The ability to track transactions, deposits, and related debit vouchers for reconciliation to deposit confirmation information provided by agencies or banking systems;

23.10.3 Interface with scanning and imaging technologies;

23.10.4 Accept payments made through on-line transmittals and off-line data, and by automatic bank debit, credit card, telephone, EFT/EDI and other electronic means;

23.10.5 The ability to split single payments into multiple transactions;

23.10.6 Establishment and reestablishment of a receivable for checks returned for NSF.

23.11 Fixed Assets and Warehouse/Inventory Accounting. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.11.1 Fully integrated fixed asset accounting, depreciation and property management and reporting in accordance with GAAP, federal regulations, Montana statutory requirements and directives of the Legislative Auditor;

23.11.2 Warehousing and inventory management taking advantage of current technologies;

23.11.3 Allow users to quickly add and view numerous document images for each asset, including purchase orders and maintenance and warranty agreements;

23.11.4 The ability to maintain historical data regarding the fixed asset (i.e. change of location, modification of cost);

23.11.5 Facilitate financial accounting and management reporting needs in order to track asset depreciation, asset maintenance contracts, asset repair history and asset cost as well as providing reporting capabilities that allow for comparison of asset cost histories and facilitate management decision on asset acquisition;

23.11.6 The ability to track asset information;

23.11.7 The ability to automatically generate monthly/annual depreciation expense;

23.11.8 The ability to record the value of a fixed asset based on whether the asset was purchased, constructed, donated, transferred or acquired under a capital lease;

23.11.9 The ability to identify the fixed asset by fund source(s). (i.e. federal equity is required to be tracked for real property and fixed assets with a value greater than $5,000 at disposition);

23.11.10 The ability to generate fixed asset identification labels;

23.11.11 The ability to support different accounting methods (full and modified accrual).

23.12 Cost Accounting. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.12.1 Identifying costs, based on the accounting classification structure, including the ability to identify and record direct costs incurred, including input on costs from feeder systems such as inventory, payroll, etc.;

23.12.2 The allocation of indirect costs to interim and final cost objects using a method consistent with cost accounting standards;

23.12.3 Multi-level allocations and reallocations;

23.12.4 The ability for variance analysis, adjustment of rates and disposition of variance;

23.12.5 The ability to support management reports that provide for the matching of revenue and expenditures in accordance with Montana statutes requiring fees charged to be commensurate with cost;

23.12.6 The ability to interface with the federal grant reporting system to use allocation percentages to project accruals and other reporting information.

23.13 Project/Grant Accounting. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.13.1 A project structure that allows multiple organizations, programs, and funding sources to be associated with a project;

23.13.2 The ability to define multiple levels of subprojects, work breakdowns, locations, project managers;

23.13.3 Integration with accounts established in the general ledger for automatic accounting transaction recording;

23.13.4 The ability to budget at project level;

23.13.5 The ability to track labor hours, labor cost and other related expenses to the project;

23.13.6 The ability for a person of modest accounting and project management understanding to assign project costs and track project progress;

23.13.7 The ability to calculate and account for indirect project costs;

23.13.8 The ability to track subcontractors invoices.

23.14 Federal Grant Accounting. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.14.1 The ability to track letter of credit amounts and “drawdowns” resulting from billing;

23.14.2 The ability to track revenues, expenditures, and matching funds by grant, regardless of funding, and calculate available cash balance for each federal grant from beginning or authorization date to the close-out date of the grant;

23.14.3 Detailed accounting of revenue type codes and fund structures for reconciliation of federal drawdowns;

23.14.4 The ability to interface with the procurement system to provide accrual and resource-on-order data by fund ledger/grant for use in federal reporting;

23.14.5 The ability to track subsidiary detail ledgers by grant.

23.15 Federal Billing and Reimbursement. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

23.15.1 The ability to handle multiple participants, agreements, and apportionments per project;

23.15.2 The ability to establish a receivable and distribute each invoice line item to multiple account classification codes;

23.15.3 The ability to place into suspense specific transactions from an invoice pending eligibility determination; flag suspended transactions with reason for suspension;

23.15.4 The ability to automatically accept billing data from the project/cost accounting subsystem;

23.15.5 The ability to support retainage accounting;

23.15.6 The ability to electronically interface with various federal agencies to submit billing packages and to upload/download data and/or to provide for funds transfer;

23.15.7 The ability to meet federal regulations concerning project/grant reporting.

23.16 Scenarios. Proposers must fully describe and provide specific technical documentation on how the software package will allow the State to process the following scenarios:

23.16.1 Scenario #1
The State receives many different kinds of revenue for a variety of agencies. What will the procedure be for processing these payments and how will these payments interface with other modules in the system?

1. A payer sent in one check for partial payment of four bills. One bill is in uncollectible accounts, one bill is delinquent 60 days, one is current, and one cannot be located.

2. A payer makes payment using a credit/debit card.

3. A payment is received by EFT.

23.16.2 Scenario #2
The Montana Power Company and US West currently send hundreds of individual invoices to a variety of State agencies monthly. Describe how the system would utilize electronic commerce (EDI/EFT) capabilities to receive invoices and allow for their consolidation and payment.

23.16.3 Scenario #3

Please demonstrate how your system prepares the Comprehensive Annual Financial Report? How does the system handle audit adjustments for report? How is information accumulated for the financial statements, footnote disclosures and statistical information? How are such other reports as the transmittal letter connected to the financial reporting system?

34 Human Resource Module Requirements

24.1 Human Resource Vision

The State is developing a new human resource system designed to recruit, retain and reward employees for individual competencies that contribute to agencies' success. The project is a response to desires expressed by State agencies for personnel management tools that better fit individual agency needs and that allow agency managers more authority for making HR decisions. The competency model will link many HR actions including recruitment, selection, performance management, training, promotion and pay to agencies' overall goals and objectives for success. Current plans include changing the statewide classification and pay plan to a classification scheme of career bands and a reduction in the number of pay grades to nine.

A "competency" can be described as a combination of knowledge, skills, abilities and behaviors that predict successful employee performance. The competency model being developed is intended to shift emphasis in HR decisions away from the current focus on positions and titles and toward measurable employee competencies.

The new HRIS is expected to provide support for the competency model in all areas of HR management in a decentralized environment that provides information and tools for managers to manage their workforce. At the same time, the State must continue to meet requirements for centralized analysis, monitoring, reporting, and position budgeting. The State wants to take advantage of new technology to reengineer processes, provide on-line access to information and provide user friendly analytical tools for a variety of administrative and management needs.

Proposers must **describe in detail** how the proposed software will assist the State in achieving its Human Resource Vision.

24.2 Organization Development. Proposers must identify and fully describe the inputs, data elements, processes, best practices, outputs, and systems functionality available to support the following:

24.2.1 Development of job profiles (duties, tasks, responsibilities, competencies) for positions;

24.2.2 Input and access to employee information;

24.2.3 Input and retention of employee competencies;

24.2.4 Analytical tools such as the ability to match position and employee competencies.

24.3 Position management. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

24.3.1 Input, manipulation, and access to position information and history;

24.3.2 Multiple employees assigned to a position;

24.3.3 Multiple cost centers and position funding sources assigned to a position;

24.3.4 The ability for position management information to populate information in the employee record;

24.3.5 Update of position management information with changes to other data such as classification and pay plans.

24.4 Staffing. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

24.4.1 Development of recruitment announcements and selection criteria using job profile data;

24.4.2 Electronic distribution of announcements;

24.4.3 Input and reporting of vacancy and turnover data;

24.4.4 Input and reporting of applicant data. This may include the ability to scan applicant documents, input of applications via on-line forms and interface with the Internet and third party resume/skills management systems;

24.4.5 Evaluation of applicants;

24.4.6 Annotation of the selection process.

24.5 Training and Development. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

24.5.1 Matching employee competencies with position competencies to identify training needs for the employee;

24.5.2 Maintenance of employee training records;

24.5.3 Input and maintenance of information about training courses provided by the state;

24.5.4 On line registration and subsequent confirmation and billing for training.

24.6 Performance Management. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

24.6.1 Generate performance appraisal plans based on the job profile;

24.6.2 Different methods of appraisal;

24.6.3 Assistance and coaching for managers in the appraisal process;

24.6.4 Update of employee data ;

24.6.5 Notification of appraisal due dates.

24.7 Compensation and Salary Administration. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

24.7.1 Employee pay increases via mass changes to pay plans increased by a percentage, a dollar amount or a combination;

24.7.2 Employee pay increases via mass changes by varying increases to employees based on established criteria or characteristics;

24.7.3 Calculate cost estimates of potential increases to the plans by employee or position rolled up to cost center, department and statewide;

24.7.4 The job evaluation process;

24.7.5 Salary surveys and pay plan development.

24.8 Payroll Processing. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

24.8.1 Vision for a new payroll process:

> The payroll and benefit administration process will produce timely and accurate information and payments. It will feature an integrated, paperless, and user friendly system that is accessible yet secure and can respond to unique agency needs. A shared services center will be created to standardize transaction processing and consolidate effort to lower cost. The State will also operate as a single employer and will harmonize policies and procedure to serve its customers more effectively.

24.8.2 Collection of time and attendance and cost accounting data at the employee level through means such as PCs , kiosks, interactive voice response and swipe cards, with built in edits to insure accuracy and compliance with policies;

24.8.3 Monitoring of time and attendance;

24.8.4 Receipt, maintenance, reporting, disbursement, and exchange of employee and payroll data by various means;

24.8.5 Calculate gross pay based on pay rate multiplied by time in a pay status. Time paid can be hours or days worked (straight time and overtime), vacation, sick leave and holidays. The pay rate can be a combination of base pay, longevity, differential, performance, etc.;

24.8.6 Payment of salaried employees and calculation of benefits (e.g. sick and annual leave);

24.8.7 Payment of taxable and non-taxable employee reimbursement and perquisites (e.g. travel, uniforms, tools);

24.8.8 Processing of multiple payroll cycles (e.g. biweekly, twice a month, monthly);

24.8.9 Allow for a once a year deduction per employee regardless of the number of positions the employee has been associated with;

24.8.10 Employees paid from different pay plans;

24.8.11 Calculate net pay: gross pay minus voluntary and required, taxed and pre-tax, deductions;

24.8.12 Deduction processing and reporting to vendors including one time payment and reporting of taxes;

24.8.13 Automated processing of wage garnishments;

24.8.14 Direct deposit and paper checks for wages and deductions including pay stub information, management reports, and W-2 processing;

24.8.15 Adjustments for, and reporting of, check cancellations;

24.8.16 Effective date processing of payroll related transactions;

24.8.17 Credit and track the state's share contribution to eligible employees insurance premiums;

24.8.18 Changes to federal and state tax tables, insurance premiums, retirement contributions, etc.;

24.8.19 Distribution of payroll expenditures to multiple cost centers for a single employee/position;

24.8.20 Adjustments to expenditure data for positions and cost centers.

24.9 Group Benefits. The proposed system will be required to either fully interface with TESSERACT, or include a software module which will meet the requirements of the State's benefit plans.

24.9.1 Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following TESSERACT interface:

24.9.1.1 Exchange of employee and payroll information including new hire employee base information, changes to existing employee information and eligibility status, and payroll premium payment;

24.9.1.2 The ability to accept add, change, and delete transactions for payroll deductions created by the TESSERACT Benefits system for benefit plan premiums.

24.9.2 Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available in the benefits module to support the following:

24.9.2.1 The administration of a multi-plan health care system with user-defined eligibility rules for different medical plans, dental, vision, and life plans;

24.9.2.2 The ability to verify that enrollments are in compliance with plan rules and regulations including life insurance application requirements;

24.9.2.3 Benefit plan enrollments for employees, retirees, and COBRA members including dependents and beneficiaries;

24.9.2.4 The ability to communicate enrollment information to various third party administrators;

24.9.2.5 Determine when a payroll deduction change is needed. A transaction will occur when: 1) A certificate holder adds, changes or deletes coverage and premium, as a result of enrollment changes or 2) Deductions need to be changed automatically due to new premium rates, changes in circumstances such as age or salary that affect life insurance premiums;

24.9.2.6 Send changes in premium amounts for retiree members to the state's retirement system;

24.9.2.7 Effective date driven premium rate tables which allow for mass premium changes. When the rate tables change, the system will automatically update the rate of every affected certificate holder and make payroll deduction changes;

24.9.2.8 Integrate with the payroll module providing payment of premium information and receipt of pertinent information on terminating employees;

24.9.2.9 The ability to accept payment information through batch from the retirement system and for payments coming through direct deposit;

24.9.2.10 The ability to track member billing and payment history as well as the ability to enter on-line self payments and billing and payment adjustments;

24.9.2.11 The ability to report discrepancies in billing and payment amounts for various member groups;

24.9.2.12 Determine premium due based on the type of insurance coverage and dependent enrollment selected for the month and should also include premium due for any retroactive coverage changes to assure collection;

24.9.2.13 Allow authorized agency personnel to view data, enroll, change, delete and make corrections to insurance information for certificate holders within their jurisdiction;

24.9.2.14 The ability to transfer a certificate holder from one agency to another, or from one certificate holder type to another. All insurance is transferred and previous effective dates are retained;

24.9.2.15 COBRA and retiree notifications;

24.9.2.16 Report members becoming Medicare Eligible and generate the necessary notifications;

24.9.2.17 Report dependent children turning age 23 and generate the necessary notifications;

24.9.2.18 The compilation of employee benefit enrollment information in individual benefit statements for employees and retirees to be issued before and after the annual open enrollment change period;

24.9.2.19 Track the length of time continuation is available under COBRA and produce a notice for the member, prior to the end of COBRA continuation;

24.9.2.20 Standard eligibility and funding reports.

24.10 Scenarios. Proposers must fully describe and provide specific technical documentation on how the software package will allow the State to process the following scenarios:

24.10.1 Scenario #1

A human rights complaint alleging discrimination in hiring and pay has been filed against a State agency. The complaint alleges the agency has failed to hire females into fiscal positions and is paying those females on staff, in fiscal positions, less than males. In order to adequately defend the case the department needs the following. Please identify how your system will support the departments needs.

1. An analysis of job applicants for fiscal positions (various class codes) over the past two years. Specifically, the numbers of applicants broken down by gender, the gender of applicants hired, and the ratio of unsuccessful male applicants to unsuccessful female applicants.

2. An analysis of current fiscal employees by gender, years of service, base pay, pay with longevity and grade.

24.10.2 Scenario #2

A group of social workers, in 40 different offices and five regions, prevails on a classification appeal. The award mandates that the department upgrade the social workers and pay 16 months of back pay. Assume the award is issued in the middle

of the first year of the biennium. How would your system provide the department with the following:

1. The new pay rate, grade and back pay information for each person.

2. Budget changes made for each position in the position management system rolled up by cost center and entries made to the budget system and general ledger.

3. A report for each region on the fiscal impact of the upgrades and back pay. The report must also breakdown the fiscal impact by offices within the region.

4. A report for each region and office on the fiscal impact on the personal services budget for the coming fiscal year and the remainder of the biennium.

24.10.3 Scenario #3

A department has just instituted a competency-based pay system which requires supervisors to complete a performance appraisal which may identify the employee's eligibility for a raise. Supervisors and employees are located in numerous locations across the state. How would your system accommodate the following needs:

1. Supervisors need to receive a reminder that performance reviews are due.

2. Supervisors need to receive current pay information including base rate, longevity and market ratio information.

3. Supervisors need to receive personal services budget information for their unit.

4. Supervisors need job information to prepare the performance appraisal document.

35 Budget Module Requirements

25.1 Budgeting Vision

The budgetary process is initiated with the development of a strategic plan by both the legislative and executive branches of government. Performance management will be adopted by the State to develop, evaluate, and best direct State resources to achieve the strategic direction.

Access to budgetary information will be on-line and in real time with one time input of information captured at the source. The budget will be integrated into the statewide financial and operation information technology infrastructure. The system will be user friendly and flexible to

meet the varying agency needs in monitoring and reporting summary level information. Tools to analyze and forecast future resource requirements will be available to all interested stakeholders.

The budget development process will be condensed into a 12 month time line which will be tracked electronically during its development. Faster access to information will mean faster response to queries and a more balanced workload of development, monitoring and reporting.

Proposers must **describe in detail** how the proposed software will assist the State in achieving its Budgeting Vision.

25.2 Structural Requirements. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

25.2.1 Biennial budgeting;

25.2.2 Carry-over of funds across fiscal years;

25.2.3 Tracking encumbrances from purchase orders, contracts, and projects;

25.2.4 Capital improvement budgeting;

25.2.5 Supplemental/emergency/ budget amendment appropriations;

25.2.6 Reappropriation.

25.3 Statewide Budget Control Requirements. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

25.3.1 Central control of budget and budget changes authorized during budget implementation, including automation of various business rules governing allowable transactions;

25.3.2 Accounting for and controlling budget transfers between funds;

25.3.3 Accounting for and controlling the transfer of budgets and personnel between functional units within a State agency by fund type;

25.3.4 Accounting for and controlling transfer of budgets among functional units among State agencies by fund type;

25.3.5 Accounting for and controlling the creation of offsetting appropriations between agencies that are of different fund types to account for interagency contract agreements;

25.3.6 Summary capability by function, and/or cost center and any combination of cost classification categories, fund types or accounting entities across agency lines;

25.3.7 Multi-agency spending and control from State funds;

25.3.8 Revenue and expenditure tracking, revenue and expenditure estimates, appropriations, actuals by fund type, revenue type, accounting entity, classification of revenue within each agency and statewide type of revenue by fund type;

25.3.9 Automated loading of appropriations and revenue estimates into accounting module at a cost center level with the capability of providing multiple funding sources and multiple appropriations within each funding source including carry forward budgets from prior years;

25.3.10 Automated loading of prior years or most current 12 months data from accounting and human resource modules to budget preparation portion of the budget module system;

25.3.11 Automated procedures to allow budget, revenue estimate and personnel changes with automatic posting to other modules;

25.3.12 Reorganizations within and among agencies;

25.3.13 Identification of the source/authorization of the budget authority.

25.4 Agency Budget Management Requirements. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

25.4.1 Remote input of budget allocation to function level by appropriation and cost category. Cost category level of allocation has the flexibility to be at the level desired by the function manager with the ability to carry information explaining each budget change at the lowest level budgets can be created;

25.4.2 Integration to human resource module providing for automatic creation of personal service projections and budget based on human resource module data by position with detail for the variety of benefits and types of salary;

25.4.3 Multi-year budgets for grants across bienniums;

25.4.4 Cash forecasting at the lowest level for allocation of budget.

25.5 Budget Development and Analysis Requirements. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

25.5.1 Location coding for each State employee or position;

25.5.2 What-if analysis and budget simulations of personal services, FTE, operating expense, equipment, inflation, and benefits by position, object, agency, work function and project;

25.5.3 Identifying changes made in agency budgets by data element at each functional level within agencies;

25.5.4 Identification of items to be flagged during the process for specific action;

25.5.5 Catalog of Federal Domestic Assistance (CFDA) reporting and tracking;

25.5.6 Consolidation of revenues and proposed expenditures to summarize account balances across all State agencies;

25.5.7 Automated loading of accounting and human resource modules from budget module for budget implementation and to incorporate changes during the year;

25.5.8 The ability to handle various budget levels by source of authority.

25.6 Budget Reporting and Tracking Requirements. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

25.6.1 Budget preparation at individual position and operating expense and equipment object level. The detail of budget preparation can be at a detail level within each one of these categories or at any summary level;

25.6.2 Security at each level (agency, Office of Budget and Program Planning, Legislative Fiscal Division and Legislature) to ensure appropriate access to data;

25.6.3 System of notation so each level (agency, Office of Budget and Program Planning, Legislative Fiscal Division, and Legislature) may annotate or attach information to the budget item;

25.6.4 The ability to develop, transmit, disseminate, review, modify and approve budget requests electronically;

25.6.5 The ability to accept "dummy" inputs for data elements as needed.

25.7 Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following desirable capabilities:

25.7.1 Integration of legislative fiscal notes analyzing proposed legislation with budget, human resource, accounting, procurement, and fixed assets modules, with the ability to access existing data from all modules and to customize the data for specific needs;

25.7.2 Integration with human resource module allowing access to projected costs by position;

25.7.3 Integration with accounting module allowing access to actual costs from one or more cost/functions to fiscal note portion of budget module at same level of detail as maintained in accounting module including multiple funding sources and appropriations;

25.7.4 The ability to "drill down" all fiscal notes to summarize by any data element across State agency lines;

25.7.5 The ability to track the historical evolution of fiscal notes, capturing updates and revisions as they occur;

25.7.6 The ability to track time frames and approvals affecting the fiscal notes.

25.8 Scenarios. Proposers must fully describe and provide specific technical documentation on how the software package will allow the State to process the following scenarios:

25.8.1 Scenario #1

The Office of Budget and Program Planning (OBPP) is responsible for the development of the executive budget and the implementation of the budget approved by the legislature. Actual expenditures recorded on the state's accounting system and authorized positions recorded on the human resource system in the base year are used as the initial building blocks. These base budget data are combined with approved adjustments for new programs supplied by the various agencies. The combined data is electronically submitted to the OBPP for review and adjustment. The executive budget is electronically transferred to the Legislative Fiscal Division for further review and adjustment for legislative decisions. Please identify how your system will provide the following:

1. The OBPP needs the ability to aggregate detailed actual expenditures recorded in cost centers into functional categories.

2. The OBPP needs the ability to exclude certain appropriations in the process of building the base budget. A record of the excluded expenditures must be maintained for reporting purposes.

3. Forms are needed to record and electronically route requests for budget adjustments. The capability to electronically merge approved items with base budgets is necessary.

4. Personal service costs must be calculated for the authorized positions (FTE).

5. The capability for global adjustments for selected expenditure categories is necessary.

6. The system must allow for flexible budget levels (differentiate by source of budget authority, e.g. budgeted/non-budgeted).

25.8.2 Scenario #2

After the budget is approved, it is returned to the OBPP for implementation. Budget implementation involves assigning budgets by fund to the various State accounts. Revenue estimates are maintained on OBPP files. OBPP must maintain agency/program operating plans. OBPP establishes authorized positions on the state's position control system and the approved personal services budget. Agencies further allocate all of the above items on the various systems for budget management purposes. Please identify how your system will provide the following:

1. Procedures are necessary to automate the loading of the various financial management systems.

2. Procedures are needed to allow agencies to further disaggegrate/assign budget data to various working centers.

3. The system must allow agencies to request adjustments in budgetary data, automate routing of approvals and rules and automate posting of the approved transaction to the appropriate system.

4. The ability to maintain a biennial budget is highly desirable. (Adjust either/or both years).

25.8.3 Scenario #3

Each agency allocates its program level budgets into functional categories for management purposes (projects, working centers, etc.) Budget additions may be made to the agency budgets after the legislature adjourns. The budget additions are generally due to increased or new federal grants.

1. Demonstrate how your system provides for allocating budgets in the accounting module as a result of the Legislatively approved budgets and subsequent additions.

2. Demonstrate the minimum and maximum level of budget allocations your system provides and the manual effort required in each case.

3. Demonstrate how the projected personal services costs in the human resource module are integrated with the budget and accounting module to create budget allocations.

4. Demonstrate the different ways your system performs budget projections for the balance of a fiscal year taking into consideration appropriation levels, accounting entity summaries, and revenues.

5. Demonstrate how your system provides comparisons of projected revenues with actual revenues collected and projected revenue collections by funding source and type of revenue.

36 Procurement Module Requirements

26.1 Procurement Vision

The Purchase to Payment Process will be world class, cost efficient, and highly automated to optimize the value of State purchases and provide complete, accurate, and timely information and reports that are of value to managers. The process will begin with the identification of a need and conclude with payment to the vendor.

Simple purchases will be performed by the end user within the limits of delegated authority and with the assistance of such tools as an enterprise wide information system, EDI, electronic and standardized purchasing templates, and assistance from the procurement professionals.

Complex purchases will be undertaken with input of the acquiring agency and the support and expertise of procurement professionals and the Procurement and Printing Division.

Accounts Payable for purchases will be automated and fully integrated with the procurement process.

Proposers must **describe in detail** how the proposed software will assist the State in achieving its Procurement Vision.

26.2 Requisitions. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.2.1 Tracking the life cycle of a requisition including creation, modification, execution, or cancellation;

26.2.2 Electronic signatures on requisitions.

26.3 Commodity/Service Item Record. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.3.1 User generated item numbers with safeguards against duplication and entry errors;

26.3.2 Standard specifications from a specification library for each item;

26.3.3 Status information for each item.

26.4 Bid Documents. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.4.1 Generate bids or proposals from requisitions or independently;
26.4.2 Incorporate standard specifications, terms, and conditions;

26.4.3 Automatically post bid documents to an Internet site;

26.4.4 Add customized text to the bid from other sources such as spreadsheets, graphics, etc.

26.5 Specifications. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.5.1 Maintain specification library.

26.6 Vendors List. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.6.1 Selection of vendors from specific criteria, including commodity or location;

26.6.2 Maintain current vendors lists;

26.6.3 Integrate selected vendors list into bid document;

26.6.4 Facilitate on-line vendor registration for particular commodities or services;

26.6.5 Maintain list of disbarred and inactive vendors;

26.6.6 Track the eligibility for Montana resident preference status of each vendor.

26.7 Computer Assisted Pricing and Sourcing. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.7.1 On-line access to information identifying items on term contract, available in stock at Central Stores, etc. User should be able to view latest prices of any commodity/service by item number;

26.7.2 On-line access to latest purchase price of items purchased by agencies.

26.8 Purchase Orders/Contract Documents. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.8.1 Produce purchase orders or contracts from requisitions or independently;

26.8.2 Incorporation of one of more electronic approval signatures;

26.8.3 Integrated with encumbrance process;

26.8.4 Adjust purchase order dollar amounts as necessary;

26.8.5 Search for contracts by commodity codes, title, supplier, etc.;

26.8.6 Track all agency purchases made from term contracts.

26.9 Amendments. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.9.1 The ability to create amendments to any requisition, purchase order, bid, RFP, or contract and retain this information on-line .

26.10 Bid Tabulation. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.10.1 Tabulation of all bids;

26.10.2 View and print complete bid tabulation;

26.10.3 Tabulation of bids incorporating Montana resident (3%), and Made-In-Montana (up to 5%), and printing (up to 8%) preferences.

26.11 Barcoding. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.11.1 Incorporate barcoding for both fixed asset management and inventory management for operations such as our Central Stores and Surplus Property programs;

26.11.2 Barcoding system integration with Electronic Catalog.

26.12 Electronic Catalog. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.12.1 Electronic catalogs for operations such as our Central Stores and Surplus Property programs.

26.13 On-Line Ordering From Catalog. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.13.1 Permit users to view and order items from catalog electronically.

26.14 Inventory System. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.14.1 Operation of an inventory system for warehouse operations;

26.14.2 Integration with barcoding, electronic catalog, and ordering systems.

26.15 Procurement Agent Tracking. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.15.1 Identify procurement agents by agency and the amount of delegated authority;

26.15.2 Identify the commodity/service items managed by each procurement agent;

26.15.3 Access to procurement agent procurement activity information.

26.16 Cooperative Procurement. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.16.1 Access by local governments to search for information on term contracts, bids, prices, and electronic ordering.

26.17 Seamless Integration with Accounts Payable and Fixed Asset Management. Proposers must identify and fully describe the data elements, processes, best practices, outputs, and system functionality available to support the following:

26.17.1 The ability to interface with Accounts Payable and Fixed Asset Management systems to allow for one time entry of data;

26.17.2 The ability to provide documentation to support payment of invoices and to ensure payments are made in accordance with contract items and applicable regulations, to ensure that goods and services paid for were actually ordered and received, and are paid for only once and at the agreed upon price;

26.17.3 Interface with PARIS procurement card system.

26.18 Scenarios. Proposers must fully describe and provide specific technical documentation on how the software package will allow the State to process the following scenarios:

26.18.1 Scenario #1.
A field employee has identified the need for a new backhoe. The request is routed through the employee's central office. Since the estimated cost exceeds the agency's delegated procurement authority, a requisition is routed to the State Purchasing Bureau. Please trace the life cycle of this item through the entire procurement cycle including requisition development, bid preparation, vendor list preparation, processing change orders, bid tabulation, contract award, receiving, accounts payable and fixed asset inventory. Please include consideration of the 3% Montana resident preference.

26.18.2 Scenario #2
A State agency would like to know its total annual purchases by commodity/service item. In addition, they would like to know the average amount of each purchase, the location of the requestor by dollar amount and number of awards received, the names of the top suppliers, and the amount of funds still encumbered for goods not yet received. Some of its purchases were routed to the State Purchasing Bureau, but other purchases were handled internally, requiring separate numbering systems. Because some of their purchases were under the sealed bid threshold, some purchase orders were issued without a contract or bid. Please demonstrate the reporting and query functions of your system that could be utilized by this agency.

SECTION 4

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

4.0 Introduction

Section 2.4 describes the Information Technology Environment in the State of Montana. The purpose of this section is to determine how the proposer's solution co-exists and integrates with the current environment.

The State recognizes that proposers may wish to propose products which are not based on current enterprise standards and technologies and welcomes these proposals if it can be proven that the State would benefit from consideration of a solution which varies from these standards and technologies. The State has made huge investments in these strategies through acquisition of site licenses, hardware, software, training, and staff development. Proposers suggesting a change in standards or technologies shall describe in detail the investment required to accomodate the change in any of these areas. The highest ratings will be given to proposals which are based on current enterprise standards and technologies.

31 Enterprise Network and Computing Strategies and Services

41.1 Mainframe/Midrange Computing Environment. Describe the computing environment, capacity planning, and system environment including job scheduling processing, bulk report printing and mailer processing for the proposed system in relation to the data center information identified in Section 2 and Appendices. Proposers should fully describe, including expected performance levels, the recommended server platform and other platforms that are capable of processing the proposed system. Describe the issues and considerations involved in porting the application to platforms not listed above. Provide detailed information related to any changes or upgrades which will be required to the existing software and hardware configuration. Identify software and/or hardware requirements beyond those provided in the existing environment and provide related itemized costs in Section 6. Describe the proposed system's ability to interface and/or interconnect with State agency computing platforms (including AS400 and RS6000 configurations).

41.2 Describe how the proposed system will provide the ability to recover processing costs as identified in Section 2.

41.3 State Network Environment. Describe the data networking facilities and services necessary for the proposed system in relation to the State network environment information identified in Section 2. Include discussion on network impacts of a single host vs. distributed server solution.

41.3.1 Proposers should describe the minimum network bandwidth recommended for the host/server connections to the network.

41.3.2 Proposers should describe the minimum network bandwidth recommended for the remote sites/client connections to the network.

41.4 Standards and Strategic Directions.

41.4.1 Microcomputer Environment. Identify and describe any changes that will be required or recommended to either the hardware or software with appropriate identification of the associated costs in Section 6.

41.4.2 Microcomputer Operating Systems. Identify and describe any changes that will be required or recommended to either the hardware or software with appropriate identification of the associated costs in Section 6.

41.4.3 LAN Operating Systems. Identify and describe any changes that will be required or recommended to either the hardware or software with appropriate identification of the associated costs in Section 6.

41.4.4 Desktop Environment

41.4.4.1 Identify and describe interfaces between the proposed products and the State's environment.

41.4.4.2 Identify and describe any changes that will be required or recommended to either the hardware or software with appropriate identification of the associated costs in Section 6.

41.4.4.3 Describe proposal compliance with these standards for project and system documentation.

41.4.5 Enterprise e-mail

41.4.5.1 Identify and describe interfaces between the proposed products and the State's environment.

41.4.5.2 Identify and describe any changes that will be required or recommended to this environment with appropriate identification of the associated costs in Section 6.

41.4.6 Database Standard. Describe proposal compliance with this standard. Discuss integration with native database facilities including: procedural SQL, and API's.

41.4.7 Database development tools. Describe proposal compliance with this standard.

41.4.8 End user ad hoc reporting tools. Describe proposal compliance with this standard.

41.4.9 Directory strategy. Describe the proposed directory strategy and its relationship to current State directories, open standards such as X.500 and LDAP. Identify any proprietary directory technology included in the proposal and how the proposal can assist the State in ultimately moving toward a cooperative or consolidated directory strategy.

41.4.10 Network Operating System Standard for File and Print Services. Describe how the proposed solution fits into the State's existing NetWare 4.x NDS environment.

41.4.11 World Wide Web.

41.4.11.1 Describe how the proposed solution addresses Web browser clients and differences in functionality, if any, between Web browser clients and WIN16/WIN32 clients, or differences between servers on OS/390 MVS and OS/390 Open Edition, NT, or Unix.

41.4.11.2 Describe integration with JAVA, ACTIVE X controls.

41.4.12 Mid-Tier Computing Standard. Describe proposal compliance with this standard.

41.4.13 Mainframe Computing Standard. Describe proposal compliance with this standard.

41.4.14 Electronic Imaging Standards.

41.4.14.1 Describe proposal compliance with these standards.

41.4.14.2 Describe proposal use or future potential to use this technology.

41.4.15 Year 2000 compliance. Describe the certifiability of the proposed product's Year 2000 compliance.

41.4.16 Emerging Technologies. The State continues to set strategic direction for emerging technologies and to select strategic technology products.

41.4.16.1 Discuss proposed emerging technologies which are not defined here, including their use in the proposal and the related hardware and software acquisition considerations.

41.4.16.2 Discuss the proposal's use of electronic commerce, electronic data interchange, and electronic funds transfer.

32 Application Architecture

The State will consider proposals for client/server, host-based, or a combination of client/server and host-based architectures. A client/server model is defined as a single application which is partitioned across multiple processors that cooperate in completing application requests as a single unified task. A host-based model is defined as the application and database residing on the same computer; access is usually made through non-intelligent terminals or personal computers via emulation.

42.1 Host-based Model Proposals. Describe, providing appropriate graphics, the architecture of a host-based architecture proposal.

42.1.1 Describe the proposed implementation of "host-based" servers (OS/390 MVS and OS/390 Open Edition, NT, or Unix) including definition of supported operating systems platforms and recommended operating system platform. The State standard for MVS emulation is Attachmate Extra and the defacto standard for Unix is Hummingbird Exceed.

42.1.2 Describe the proposed product's support for a graphical user interface (GUI). Identify software and/or hardware requirements beyond those provided in the existing environment and provide related costs in Section 6.

42.1.3 The State's MVS database standard is Computer Associates CA-IDMS. The CA-IDMS SQL option provides ODBC connectivity to the MVS legacy data stored in IDMS and VSAM files. Describe how the proposed solution can access and update this legacy data.

42.1.4 Describe the proposed product's batch processing architecture and requirements.

42.1.5 The State's MVS on-line processing standard is CICS. Describe the proposed product's on-line processing architecture and requirements. The State has implemented the Oracle MVS CICS Access Manager which provides SQL*NET connectivity with non-MVS Oracle databases via TCP/IP.

42.1.6 Describe the scalability of the proposed product (concurrent users, transactions, ability to execute batch and on-line jobs concurrently, etc.) and the architectural components that facilitate this.

42.2 Client/Server based Model Proposals. Describe, providing appropriate graphics, the architecture of client/server proposals, including both centralized and decentralized business models.

42.2.1 Describe the proposed client/server system architecture (server: OS/390 MVS and OS/390 Open Edition, NT, or Unix; client: Windows 3.x, 95 or NT, Sun Solaris). At a minimum the discussion must include: the definition of supported operating systems platforms and recommended operating system platform, two-tiered -vs- three-tiered, fat -vs- thin clients and servers, database servers, database replication and distributed services, application servers, and transaction servers.

42.2.2 Describe the proposed architecture for client software distribution and installation including recommended strategy and software product acquisition, providing related costs in Section 6.

42.2.3 The State's MVS database standard is Computer Associates CA-IDMS. The CA-IDMS SQL option provides ODBC connectivity to the MVS legacy data stored in IDMS and VSAM files. Describe how the proposed solution can access and update this legacy data.

42.2.4 Describe proposed system batch processing architecture and requirements.

42.2.5 Describe the database connection options (Native or ODBC). The State has been migrating toward a TCP/IP implementation for Oracle database connectivity. What protocol do you recommend?

42.2.6 Describe the recommended and minimum hardware requirements for the client workstation including processor type and speed, hard disk, RAM requirements, cache, and video cards.

42.2.7 Describe the scalability of the proposed product, (concurrent users, transactions, ability to execute batch and on-line jobs concurrently, etc.), and the architectural components that facilitate this.

42.2.8 Describe the proposed product's support for a graphical user interface (GUI). Identify software and/or hardware requirements beyond those provided in the existing environment and provide related costs in Section 6.

33 Agency LAN and Client Strategies

43.1 Section 2.4.3 identifies the current information technology environment of the State agencies. Proposers should fully describe and provide detailed information related to any changes or upgrades which will be required including expected performance levels, recommended server platform and recommended workstation platform. Proposals should also fully describe and identify staffing requirements in this environment. Related costs should be specified in Section 6.

34 General Design

44.1 Describe the proposed system security architecture and requirements. Describe how the proposed system will interface with the current data security environment. Also discuss the ability to provide security based on data as well as function (ie. order amount limits). Describe services for providing support for user ID, password, database rules, etc.

44.2 Describe the systems application audit trail facilities in relation to the following:

44.2.1 Reconstruction of events.
44.2.2 Problem analysis.
44.2.3 Intrusion detection.

44.3 Describe the systems controls in relation to the following:

44.3.1 Prevention of inaccurate or inconsistent information.
44.3.2 Detection of inaccurate or inconsistent information.
44.3.3 Correction of inaccurate, inconsistent information or database integrity.

44.4 Describe proposed system security architecture and requirements from an Internet perspective. Provide details on tools to monitor application/network access and audit reports that will assist the state.

44.5 Describe any restrictions or limitations the system has in supporting server hardware platforms such as IBM S/390, DEC Alpha, IBM Power PC RISC, Intel Pentium Pro.

44.6 Provide the following technical design information for the proposed system:

44.6.1 Conceptual design
44.6.2 Workflow
44.6.3 Logical and physical database design
44.6.4 Best Practices

44.7 Provide detailed system documentation (physical database design, system flow, rules) to reflect the physical integration among the modules in the proposed product. Identify foreign/primary key constraints; describe and provide documentation reflecting integration among accounting, human resources, budgeting and purchasing modules.

44.8 Describe the proposed product's database backup, archival, and recovery services.

44.9 Describe in detail the proposed data warehousing facilities including definition, cleansing, population, and maintenance.

35 Training and Support

45.1 Describe proposed training options and requirements.

45.2 Describe the proposed product's on-going support requirements. Discuss the number of technical staff both centrally and locally for: database administration, computing and network support, programmer/analysts, business analysts, and help desk. Describe the services, help desk solutions, and skill competencies necessary.

36 Describe all proposed software license issues, options, and restrictions, provide copies of any license agreements the State would be expected to execute.

SECTION 5

PROPOSER QUALIFICATIONS

5.0 Introduction

The State may make such investigations as deemed necessary to determine the ability of the proposer to successfully complete Phases II and III of MT PRRIME. The State reserves the right to reject any proposal if the evidence submitted by, or investigation of, the proposer fails to satisfy the State that the proposer is properly qualified to carry out the obligations of the contract.

To determine the capabilities of proposer(s), the following requirements shall be met by the proposer and will be weighed by the State.

31 Qualifications

51.1 Company Qualifications

Describe the company that will provide the service. The description must include an organization chart, principal officers of the company, the locations of corporate offices (if any) and any offices that would manage this contract, and the total number of employees employed in the capacities required to provide Phase II and III services for MT PRRIME.

51.2 Provide a copy of your most recent audited annual report. Provide financial statements, preferably audited, for the three (3) consecutive years immediately preceding the issuance of this RFP.

51.3 Provide copies of any quarterly financial statements that have been prepared since the end of the period reported by the annual report.

32 Project Team Qualifications

52.1 Describe the proposed project team structure, including State and company personnel. Describe the responsibilities and working relationships.

52.2 The State expects the proposer's Project Team to number somewhere between fifteen to twenty-five individuals and to be staffed with positions such as Project Manager, Team Leaders, Product Specialists, Functional Experts, Programmers, etc. Proposers must describe their proposed Project Team structure including staffing levels, number of hours expected, skills required, etc.

52.3 Proposers must submit an organizational chart identifying positions and personnel being proposed for the project team. Personnel proposed will be considered key personnel. Any project team changes which involve key personnel will require prior approval by the State. For purposes of personnel resource planning, the State anticipates that project deployment will commence during September, 1997.

52.4 Proposers must submit a summary document for each member of the team identifying: their experience and qualifications to perform on this project; their proposed roles and responsibilities; and their experience using the tools, techniques, and methodologies proposed for this project.

33 Customer References

Please provide a list of public sector customers for whom you have, in the last five (5) years, provided software and services comparable to Phases II and III of MT PRRIME.

Proposers must provide:

- the customer organization's name;
- the location where the installation occurred;
- the project name;
- a description of the project;
- the customer's project manager and contract officer and their telephone numbers;
- contact persons including business unit managers for Accounting, HR, Budget, Procurement, Information Services and the telephone number for each person;
- a project organizational structure;
- staff size including both proposer staff and customer staff and the hours expended by each group;
- the software installed including specific module descriptions and version/release information;
- the hardware environment;
- the number of users per module; and
- an explanation describing why this engagement should be considered similar to, and a good reference for, MT PRRIME.

34 For each customer referenced, proposers must identify which members of the proposed project team participated in the project, and what their roles and responsibilities were.

35 For one of the public sector customers utilized as a reference, please provide a copy of the contract, any amendments and change orders, and the payment schedule.

36 Subcontracting

56.1 Subcontractor Qualifications

Identify the name(s) of any subcontractors proposed and their qualifications, specifying the duties that will be the subcontractor's responsibility.

56.2 Contractual Relationship with Subcontractor

Provide a copy of the contract (or proposed contract) between your organization and the subcontractor.

37 Software Developer Qualifications

The following items relate specifically to the viability of the software developer and the proposed product(s). The State expects the relationship with the selected software developer to be a strategic long-term business partnership, and expects the software to be a long-term strategic product investment.

57.1 Describe the relationship between the proposer (implementation company) and the software developer.

57.2 Describe the position the proposed product has in the market.

57.3 Describe the level of support the proposed product has from the independent third party development community.

57.4 Identify the percentage of total company revenue attributed to the proposed product(s), provide breakdown by system component or module.

57.5 How many full time developers are assigned to the proposed product(s), provide breakdown by system component or module.

57.6 Provide upgrade/release/enhancement schedule(s) for the past five (5) years for each component/module describing any changes to the product(s).

57.7 What percentage of revenue is allocated to research and development of the proposed product(s)?

57.8 The software developer shall provide a minimum of three (3) references, who are using the same product proposed, in a similar configuration as proposed. At a minimum, the references should provide the company name, the location where the software was provided, contact person(s), customer telephone number, a complete description of the system type, and dates the systems were provided.

57.9 Provide a copy of your most recent audited annual report. Provide financial statements, preferably audited, for the three (3) consecutive years immediately preceding the issuance of this RFP.

57.10 Provide copies of any quarterly financial statements that have been prepared since the end of the period reported by the annual report.

57.11 Detail support options for the proposed software. Be sure to include hours of availability (e.g. 7x24, 5x24, etc).

57.12 Provide a detailed list of support options that include escalation procedures, access to development staff, and provide the costs for each option in Appendix E. Discuss the relationship between the proposer (implementation company) and the software developer.

38 Services to be provided

The State expects the successful proposer to be fully responsible for the provision of all services required to prepare and install MT PRRIME systems and processes. The State believes certain services will be required and has identified them below. In the event that a proposer identifies additional services which will be required, those additional services should be included in the section entitled "Other Services".

39 Project Management

59.1 Proposers must describe their approach to MT PRRIME.

59.2 Proposers must describe their philosophy and approach to project management. Describe the methods and practices the proposer intends to use in providing the services required. Provide a description of each method or practice, identify projects from the Customer References list where the method or practice has previously been used, describe deliverables typically produced, and discuss why the method or practice is preferred.

59.3 Proposers must provide a proposed project plan and time line identifying major milestones and deliverables. The State expects both the project plan and the time line to undergo significant refinement during the early months of the project.

59.4 Proposers must describe their approach to enforcing cost control and limiting "scope expansion" to the project.

59.5 Identify the formats and time lines for Status Reports which would be provided. Provide copies of Status Reports issued during work on one of the projects identified in the Customer References list. Discuss the advantages of these types of reports.

59.6 Proposers must describe their preferred project team organization (both State and consultant resources).

59.7 Proposers must describe their expectations in terms of State personnel resources including levels of expertise, types of knowledge, numbers of people, timing, etc.

59.8 Proposers must describe their expectations with respect to project infrastructure including space requirements, equipment, furniture, etc. Provision of space, including equipment and furniture will be the responsibility of the State.

310 Reengineering

510.1 Reengineering of core State processes will be based on the software system selected. Proposers must describe their reengineering techniques and describe the aspects of their system which will facilitate process reengineering at the State. Proposers must describe the method by which "reengineered" processes are reflected in the organizational implementation.

510.2 Proposers must identify and describe the reengineering strategy to be utilized.

510.3 Define "best practice" and "world class" process performance as incorporated in the proposal and substantiate business process status.

510.4 Proposers must identify and describe how reengineering the State’s process will help the State prepare for the future.

311 System Customization. The State anticipates the proposed system will provide configuration options for specific modules, data elements, processes, business rules, screens, and reports.

511.1 Describe the customizable options in detail and provide examples.

511.2 Describe the process by which the customizable options are defined and implemented.

312 System Modifications

512.1 The State expects to keep core code software modifications to a minimum. Proposers must describe their perspective on making changes to the software package and how this perspective relates to future releases of the software.

512.2 Proposers must describe their procedures to identify which software changes will be required and which may be avoided.

512.3 Proposers must describe their procedures for making and documenting software changes.

512.4 Describe the approach to meeting business requirements not included in the core software.

313 Implementation

513.1 Proposers must describe their approach to implementation planning including participation, communication, techniques, etc.

513.2 Proposers must address their approach to acquiring hardware and third party software necessary to complete the project.

513.3 Proposers must describe their proposed approach to data conversion from the State's legacy systems to the proposed system.

513.4 Proposers must describe their preferred roll out techniques including an explanation for their preference, and their expectations for MT PRRIME.

513.5 Proposers must describe their approach to organizational change management and training of user personnel.

314 Support

514.1 Proposers must describe their approach to post-implementation support.

514.2 Proposers must describe their approach to long-term software support.

514.3 Proposers must describe their approach to providing software upgrades and identify any costs associated with software upgrades.

514.4 Proposers must describe their relationship with customer groups and identify any significant public sector customer groups which have formed around their product.

514.5 Proposers must describe the extent to which software changes have been incorporated due to customer group recommendations.

514.6 Proposers must describe the history of the proposed software including sites and versions installed and upgrades which have been applied.

315 Other Services

515.1 In the event that a proposer identifies additional services which they believe will be required, those additional services should be described in this section.

SECTION 6

PRICING

6.0 Costing Requirements.

The prices and information provided in this section will form the basis of payment under any contract resulting from this RFP.

6.1 Cost Worksheets

Proposers are required to submit prices for Phases II and III for MT PRRIME following the Appendix E formats. All costs associated with the requirements specified herein, must be listed on the Cost Sheets. The State will only be responsible for costs clearly set forth in the proposer's response to this RFP. In order for a proposer to receive full consideration, the Cost Sheets must be fully completed.

6.2 Proposers are required to submit a proposed Payment Schedule which identifies the estimated amounts of invoices and the approximate dates on which those invoices might be generated. Preferably, the Payment Schedule will be performance-based and the actual payment dates will be based upon work completed. The State intends to withhold 10% of each payment until contract completion.

6.3 Funding

The Fiscal Year 1998/1999 Executive Budget includes funding of $19.8 million for MT PRRIME. Of the $19.8 million appropriation, $16 million is earmarked for the replacement of the State’s core business systems (which is the focus of this RFP), and $3.8 million is earmarked for the development of a State Revenue and Information Processing Center.

As of the release date of this RFP, funding for this project has not received final approval from the Legislature. Final approval is expected prior to April 25, 1997. Information will be posted on the MT PRRIME Home Page, identified in Section 2.0, upon final disposition of the budget request.

Proposers should keep in mind that the funding for this project constitutes the entire project budget. It is likely that some funds may be expended on items other than direct vendor payments.

At a minimum, the proposer, after having reviewed this RFP and the Phase I MT PRRIME reports, should clearly describe their level of confidence in providing and installing an integrated software solution that meets the needs of the State within the allotted budget.

6.3 Revenue and Information Processing Center

In the event the State determines that it is in the State's best interest to expand the relationship with the Phase II and III contractor to include the Revenue and Information Processing Center, the State will enter into contract negotiations with the Phase II and III contractor. Alternatively, the State may choose to issue a separate RFP for the Revenue and Information Processing Center, or utilize other means.

6.4 Discounts/Options

Proposers are encouraged to propose discounts or other pricing incentives.

6.5 Contract Change Control

Proposers must include a description of their proposed contract change control process and the associated costs.

APPENDIX A

CONTRACT TERMS AND CONDITIONS

1 PARTIES

This contract is entered into by and between the Montana Department of Administration, (hereinafter referred to as the "Department"), whose address and phone number are_____and _____ and,___ _____ (hereinafter referred to as the "Contractor"), whose nine (9) digit Federal ID Number, address and phone number are _____, _____, and __ _____ .

2 EFFECTIVE DATE, DURATION AND RENEWAL

2.1 The contract shall take effect on _____. The contract shall terminate on _____ _ unless terminated earlier in accordance with the terms of this contract.

2.2 This contract may renewed by the Department for _____. In no case may this agreement run longer than _____.

3 CONSIDERATION/PAYMENTS

3.1 In consideration for the services to be provided, the Department will pay within 30 days of receiving a correct invoice.

3.2 The Department may withhold payments to the Contractor if the Contractor has not performed in accordance with this contract.

4 SCOPE, AMENDMENT, AND INTERPRETATION

4.1 This contract consists of _____ numbered pages, RFP# _____as amended, and the Contractor's response as amended. In the case of dispute or ambiguity, the order of precedence of document interpretation is in that same order.

4.2 These documents contain the entire agreement of the parties. Any enlargement, alteration or modification requires a written amendment signed by both parties. Mutually agreeable changes may be made to the contract provided that the terms of the contract:

4.3 Do not materially change the Contractor's obligations to the State as expressed in the Contractor's accepted offer (RFP response).

4.4 Do not violate the Constitution, Laws, or Rules of Montana.

4.5 Do not impose onerous obligations or conditions which materially change the value of the product or services to be provided to the Department.

4.6 Do not contravene the mandatory requirements of the RFP.

5 HEADINGS

The heading or captions of the sections and subsections of this contract are inserted for convenience only, shall not be deemed to be part of this contract, and in no way define, limit, extend or describe the scope of intent of any provisions hereof.

6 ACCESS AND RETENTION OF RECORDS

6.1 Contractor agrees to provide the Department, the Legislative Auditor or their authorized agents access to any records concerning this contract.

6.2 Contractor agrees to create and retain all records supporting the services rendered (or goods delivered) for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation or exception relating to this contract taken by the Department or a third party.

7 ASSIGNMENT, TRANSFER AND SUBCONTRACTING

Contractor may not assign or transfer any portion of this contract without the express written consent of the Department.

8 CHOICE OF LAW AND VENUE

This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana.

9 COMPLIANCE WITH LAWS

9.1 Contractor must comply with all applicable federal and state law including the prevailing wage laws.

9.2 Contractor must comply with the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

9.3 If one or more provisions of the contract are deemed to be unlawful or unconstitutional or stricken by a court of law, all valid provisions that are severable from the invalid provisions remain in effect and are valid and binding on the parties. If any provision hereof is in conflict with any applicable statute or rule of law, then such provision shall be deemed inoperative to the extent that it may conflict therewith and shall be deemed to be modified to conform with such statute, rule of law, court order, or judgement.

10 INDEMNIFICATION

Contractor agrees that it will indemnify the Department and hold it harmless from any and all claims, losses and expenses or injuries to property or persons caused by any negligence of the Contractor, its agents, representatives, subcontractors, or employees.

11 PATENT AND COPYRIGHT PROTECTION

11.1 In the event of any claim by any third party against the Department that the products furnished under this contract infringe upon or violate any patent or copyright, the Department shall promptly notify Contractor. Contractor shall defend such claim, in the Department's name or its own, as appropriate, but at Contractor's expense. Contractor will indemnify the Department against all costs, damages and attorney's fees that a Court finally awards as a result of such claim. If the Department reasonably concludes that its interests are not being properly protected, it may enter any action. However, any settlement by the Department with the party alleging such infringement or violation shall not be binding upon Contractor and the Contractor shall be under no obligation to pay or indemnify the Department. Further, if principles of governmental or public law are involved, the State of Montana may participate in the defense of any such action.

11.2 If any product furnished is likely to or does become the subject of a claim of infringement of a patent or copyright, then Contractor may, at its option, procure for the Department the right to continue using the alleged infringing product, or modify the product so that it becomes non-infringing. If none of the above options can be accomplished, or if the use of such product by the Department shall be prevented by permanent injunction, the Department agrees to return the product at Contractor's request and the Contractor agrees to grant the Department a credit for full cost of the product and any related product provided by Contractor which can no longer be used effectively without the use of the infringing product.

11.3 This section shall not apply if the infringement, or claim thereof, is based upon the use of products supplied by the Contractor in combination with other software not made or supplied by Contractor (Department or other vendor supplied), or the use of products by the Department with apparatus, data or programs not furnished or supplied by Contractor (Department or other vendor supplied), or products not manufactured or supplied by Contractor (Department or other vendor supplied). This section will apply to all products bid by Contractor.

12 INTELLECTUAL PROPERTY

12.1 All patent and other legal rights in or to inventions arising out of activities funded in whole or in part by this contract must be available to the public for royalty-free and nonexclusive licensing. The Contractor shall notify the Department in writing of any invention conceived or reduced to practice in the course of performance of this contract.

12.2 The Department and the public shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under this contract.

13 INDEPENDENT CONTRACTOR

13.1 Contractor is an independent Contractor and neither the Contractor nor its employees are employees of the Department.

13.2 Contractor shall not be compensated for work performed prior to its having provided to the Department a certificate of workers' compensation insurance or a certificate of exemption under 39-71-401, MCA.

14 INSURANCE

14.1 Contractor shall maintain insurance of the following types and the specified minimum amounts.

14.2 The Contractor shall be required to procure and maintain for the duration of the contract, at its cost and expense, primary insurance coverage against claims for injuries to persons or damages to property including contractual liability which may arise from or in connection with work performed by, or under general supervision of, the Contractor, his agents, representatives, employees and subcontractors under this contract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns, or servants.

14.3 The Contractor must provide a certificate for Commercial General Liability, to include bodily injury, personal injury, property damage and automobile liability insurance with combined single limits of not less than $500,000.00 per claim and/or $1,000,000.00 per occurrence.

14.4 This certificate must name the State of Montana as an additional insured under the Contractor's policy.

14.5 A certificate of insurance, indicating compliance with the required coverages, shall be filed with the Purchasing Bureau within ten (10) working days of notice of award.

14.6 Contracts will not be issued to Contractors that fail to submit insurance certifications as specified herein.

15 WORKERS' COMPENSATION/INDEPENDENT CONTRACTORS EXEMPTION

Contractors are required to maintain Workers' Compensation or an Independent Contractors Exemption covering the contractor and/or employees while performing work for the State in accordance with 39-71-120/401/405, MCA. Neither the contractor nor its employees are employees of the State. This insurance/exemption must be valid for the entire contract period.

16 MEETINGS

The Contractor is required to meet with Department personnel to resolve technical or contractual problems that may occur during the term of the contract. Meetings will occur as problems arise and will be coordinated by the Department. The Contractor will be given a minimum of three (3) full working days notice of meeting date, time, and location. Face to face meetings are desired. However, at the Contractor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings (two (2) consecutive missed or rescheduled meetings), or to make a good faith effort to resolve problems, may result in termination of the contract.

17 NOTICE

Written notice sent by certified mail, return receipt requested, shall be deemed made when received or initially refused by the other party.

18 PRICE PROTECTION

This contract provides price protection by establishing the price for the services as specified for the term of the contract.

19 TERMINATION

19.1 Breach or non-performance of any contract term shall constitute cause upon which the Department may immediately terminate the contract.

22.2 If the Contractor fails to perform the work in accordance with the provisions of this contract, and does not cure or does not correct such failure within a period of thirty (30) days after receipt of the Department's written notice thereof, the Department may, by written notice terminate the whole or any part of this contract.

22.3 The Department, at its sole discretion, may terminate or reduce the scope of this contract if available funding is reduced for any reason.

20 YEAR 2000 COMPLIANCE

Contractor warrants that any software provided under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor. In the event of problems in date data processing, the Contractor warrants that it will place the highest priority on making all code adjustments necessary at no cost to the State in order to ensure that the code modified or provided by the Contractor is year 2000 compliant.

21 LIAISON

Contractor and the Department will provide liaison for management of this contract. Written notices or complaints will first be directed to the liaison.

21.1 Contractor Liaison

21.2 Contract Management Liaison. This contract is managed by the Information Services Division of the Department of Administration for the State of Montana in accordance with 2-17-501, MCA. Contract management inquiries and problems should be addressed to:

Computing Policy & Development Unit
Information Services Division
Mitchell Bldg., Rm. 221
Helena, MT 59620-0113
Telephone: (406) 444-2700
Fax: (406) 444-2701

22 EXECUTION

The parties through their authorized agents have executed this contract on the dates set out below.

CONTRACTOR

_____
Signature Date

_____
Name

_____
Title

_____
Address

_____ _____
City State

_____
Social Security # or
Federal Employer ID #

MONTANA DEPARTMENT OF ADMINISTRATION

_____
Signature Date

_____
Name

_____
Title

Approved as to form and Content:

_____
Legal Counsel, Department of Administration

APPENDIX B

DATA CENTER HARDWARE CONFIGURATION

MAINFRAME

9021-832 CPU
1024 MB CENTRAL STORAGE
2048 MB EXPANDED STORAGE
64 PARALLEL CHANNELS
32 ESCON CHANNELS
PR/SM
DASD and TAPE PARALLEL CHANNELS OPERATE AT 4 MEGABYTES/SECOND
DASD and TAPE ESCON CHANNELS OPERATE A 10 MEGABYTES/SECOND

3390-3 DASD (363.3 GIGABYTES)
3 3390-A38 UNITS (90.8 GB)
4 3390-B3C UNITS (272.4 GB)
4 PARALLEL CHANNEL PATHS TO ALL 3990
4 ESCON CHANNEL PATHS
ATTACHED TO CPU VIA 3990 MODEL 3 CONTROLLER

DASD CONTROLLERS
4 3990 MODEL 3 DASD CONTROLLERS WITH 256 MB CACHE EACH
4 3480 CARTRIDGE TAPE DRIVES WITH AUTOLOADERS
2 4 3490-E CARTRIDGE DRIVES CONFIGURED IN THREE STRINGS
3 3490-A20 CARTRIDGE TAPE CONTROLLERS
6 3490-B40 UNITS (2 B40s attached to each A20)
2 ESCON CHANNELS TO EACH STRING

5 3420 TAPE DRIVES
2 3420 MODEL 8 DRIVES CONFIGURED IN ONE STRINGS
RECORDING DENSITY CAN BE EITHER 1600 OR 6250 BPI
1 CHANNEL PATHS
1 3803 MODEL 2 TAPE CONTROLLERS WITH 2 CHANNEL SWITCHES
(We will be removing 3420 drives conversion to 3490s proceeds)

6 PRINTERS
2 4245 MODEL 20 IMPACT PRINTERS
3 3825 LASER PRINTERS
3 3816-1D LASER PRINTER

7 TP CONTROLLERS
1 3725 TP CONTROLLER
1 3745 TP CONTROLLER

8 OTHER CONTROLLERS
SEVERAL (9) 317x CONTROL UNITS

9 PR/SM FEATURE INSTALLED WITH 2 ACTIVE LPARS
PRODUCTION LPAR: 95% PROCESSOR; 416MB CENTRAL; 960MB EXPANDED
TEST LPAR: 5% PROCESSOR; 64MB CENTRAL; 64MB EXPANDED

MIDRANGE

DIGITAL ALPHA 4100/DIGITAL UNIX 3.6F
300 MHZ QUAD-ISSUE PROCESSOR
TPCC BENCHMARKED @ 3000 TRANSACTIONS/SECOND
1 GB REAL STORAGE
48 GB DISK STORAGE (RAID LEVEL 5)
2 TZ88 DLC 20/40 G TAPE BACKUPS

APPENDIX C

SUPPORTED MAINFRAME SOFTWARE

Revision Date: 3/18/97

Product Name	V/R/M	Vendor Name
ACF2	6.1	Computer Associates
AD/CYCLE LE/370 C MIXED CASE ENG	1.3.0	IBM
AF/OPERATOR	225	Candle Corporation
AF/REMOTE	250	Candle Corporation
ALPHA SEARCH	2.1.1	IBM
ASSIST/GT	4.6.4	GT Software
ASSIST/VISION	3.0	GT Software
AUTOTRIEVE	1.0	NER
BASIC/VS	1.0	IBM
BMS/GT	6.3.1	GT Software
BTAM/SP	1.1.0	IBM
BTP	1.4.0	IBM
BTP COBOL GENERATOR	1.0	IBM
C++ W/DEBUG	3.2	IBM
C/370 PL/I	2.3.0	IBM
CA-1	5.0	Computer Associates
CA-90 SERVICES	1.0	Computer Associates
CA-DOCVIEW	4.0	Computer Associates
CA-EARL	6.0	Computer Associates
CICS/MVS	4.1.0	IBM
CICS ABENDAID	1.2	Compuware
CICS FILE TRANSFER	1.1	IBM
CICS-CEMT	5.0	MacKinney
CICS-JUGGLER	5.4	Soft Touch

Product Name	V/R/M	Vendor Name
CICS-MESSAGE	4.2	MacKinney
CL/SUPERSESSION	146	Candle Corporation
CMF MONITOR	4.3.1	Boole & Babbage
COBOL & CICS COMMAND LEVEL CONVERSION AID (CCCA)	2.0	IBM
COBOL FOR MVS	1.2.0	IBM
COBOL II COMP/LIB/DEBUG	1.4.0	IBM
COBOL OS/VS/COMPILER	1.2.4	IBM
COBOL II REPORT WRITER PRECOMPILER	1.4.0	SPC Systems
COMPAREX	7.1.2	Sterling
CONTROL-M (Job Scheduler)	4.1.0	New Dimension
CONTROL-R (Job Restart)	3.1.0	New Dimension
DEC DTF	3.1	Digital Equipment
DEVELOPER TOOL KIT (FOR IDMS)	12.01	Computer Associates
DFSMS ALT3	1.3	IBM
DISOSS	3.4	IBM
DMS/OS	8.1	Sterling Software
DOCUMENT COMPOSITION FACILITY	1.4.0	IBM
DYL-250	2.0	Sterling Software
DYL-260	9.5	Sterling Software
DYL-SORT	2.0	Sterling Software
EASY PROCLIB	2.2	Computer Associates
EMC/TAO	3.4.27	Fischer
EP 3725 - NCP11	1.12	IBM
EP 3725 / 3720 - NCP12	1.6.1	IBM
EREP	3.5.0	IBM

Product Name	V/R/M	Vendor Name
ESCON DIRECTOR DEVICE SUPPORT	1.1.0	IBM
FDR	5.2/53	Innovation
FINALIST Batch	6.7	LPC
FINALIST CICS	6.7	LPC
FINALIST IDMS	6.7	LPC
FONT: BAR CODE/OCR	1.1.1	IBM
FONT: CENTURY SCHOOLBOOK	1.1.0	IBM
FONT: SONORAN SANS SERIF	1.2	IBM
FONT: SONORAN SANS SERIF CONDENSED	1.1.1	IBM
FORTRAN VS COMPILER & LIBRARY	1.4.0	IBM
GDDM/MVS (Includes GDDM-PCLKF)	3.1.1	IBM
GDDM-IVU MVS	3.1.0	IBM
GDDM-PGF MVS	3.1.0	IBM
GENX	5.0	The A Consulting Team
HCD	5.1.0	IBM
HIGH LEVEL ASSEMBLER	1.1.0	IBM
HOST COMMAND FACILITY (HCF)	2.1.0	IBM
IDMS	12.01	Computer Associates
IDMS ADS/ALIVE	12.01	Computer Associates
IDMS ADS/O	12.01	Computer Associates
IDMS APPC	12.01	Computer Associates
IDMS CENTRAL VERSION	12.01	Computer Associates
IDMS CULPRIT	12.01	Computer Associates
IDMS DC	12.01	Computer Associates

Product Name	V/R/M	Vendor Name
IDMS DICTIONARY	12.01	Computer Associates
IDMS DMLO	12.01	Computer Associates
IDMS OLQ	12.01	Computer Associates
IDMS SERVER	12.01	Computer Associates
IDMS SQL	12.01	Computer Associates
IDMS UCF	12.01	Computer Associates
INFOPAC-RDS	5.2	Mobius Management Sys
INFO/MANAGEMENT	3.1.0	IBM
INFO/SYSTEM	3.1.0	IBM
ISPF	3.5.0	IBM
ISPF/PDF	3.5.0	IBM
JES2	4.3.0	IBM
LE for MVS & VM	1.5.0	IBM
LISTCAT PLUS	6.9	MacKinney
MARK IV	9.0	Sterling Software
MORNING NEWS	2.4	MacKinney
MVS/ESA BCP	4.3.0	IBM
MVS/ESA DFP	3.3.1	IBM
MVS/QUICKREF	4.3	Chicago Soft
MXG	13.13	Merril & Associates
NCP	7.2.0	IBM
NCP	5.3.1	IBM
NCP	5.4.0	IBM
NCP	4.3.1	IBM
NDM - NETWORK DATA MANAGER	1.7.0	Sterling Software
NETVIEW	2.4.0	IBM
OGL/370	1.1.0	IBM

Product Name	V/R/M	Vendor Name
OMEGAMON II FOR MVS	350	Candle Corporation
OMEGAMON II FOR CICS	300	Candle Corporation
OMEGAMON II FOR VTAM	200	Candle Corporation
OMEGAVIEW	120	Candle Corporation
OPTIMIZER	6.0	Computer Associates
OPTIMIZER II	2.0	Computer Associates
OS/390 BASE	5.2.2	IBM
OS/390 ASM TOOL KIT	1.2	IBM
OS/390 SDSF	1.6	IBM
OS/390 TCP CICS	3.1	IBM
PANLINK/TEMPUS LINK	3.2	Computer Associates
PANVALET/ISPF	14.2	Computer Associates
PANVALET	14.2	Computer Associates
PC FILE TRANSFER	1.1.1	IBM
PL/I	2.3.0	IBM
PMDC	12.0	International Software
PPFA/370	1.1.0	IBM
PSF/MVS	2.2.0	IBM
RESOLVE	3.0.0	Boole & Babbage
SAS	6.08 / TS430	SAS
SDSF	1.4.0	IBM
SMP/E	1.8.1	IBM
SSP	4.2.0	IBM
STROBE	9.4	Programart
SYNCSORT	3.5AR	Syncsort
TCP/IP	3.1.0	IBM
TICTOC	2.8	Isogon

Product Name	V/R/M	Vendor Name
TPL	5A	
TSO/E	2.4.0	IBM
VISUALGEN	1.0	IBM
VPS/VMCF	6.2	Levi, Ray & Shoup
VS FORTRAN	2.6.02	IBM
VTAM	4.2.0	IBM
XPEDITER BATCH	6.3	Compuware
XPEDITER CICS	6.8	Compuware

APPENDIX D

SUPPORTED MICROCOMPUTER SOFTWARE

PC/LAN Software Supported by ISD Revision Date: 2/18/97				
Category	**Product Name**	**Oper Sys**	**Version**	**Comments**
Backup	Palindrome Backup Director	NetWare	4.0B	Site License purchased by ISD
Communication	Extra!	DOS	1.42	Site License purchased by ISD
	Extra! Extended for DOS	DOS	3.4	Site License purchased by ISD. Versions 2.2, 2.23, 3.1, 3.2 & 3.3 also supported.
	Extra! For Windows	Win 3.x	4.2	Site License purchased by ISD. Versions 3.3, 3.4, 4.01 & 4.1 also supported.
	Extra! Personal Client	Win 3.x, 95	6.1 & 6.2	Site License purchased by ISD. Includes IP stack for Internet access.
	Panlink	DOS	3.2C	Sunset
	Xtalk XVI	DOS	3.8	for 386 pc's with < 2 meg mem
	Xtalk Mark IV	DOS	2.1.2	
	Xtalk	Win 3.x	2.3	
Database	Oracle 7 Server	NetWare, Win NT	7.2 & 7.3	Site License purchased by ISD
	Personal Oracle Ent.	Win 3.x, 95, NT	7.1, 7.2 & 7.3	Site License purchased by ISD
	Oracle Pro*C	Win 3.x, 95, NT	2.0	
	Oracle Pro*Cobol	Win 3.x, 95, NT	1.6	
	Developer 2000	Win 3.x	1.2	Includes Forms, Reports, Graphics
		Win 95, NT	1.3	Includes Forms, Reports, Graphics
	Designer 2000	Win 3.x	1.2	
		Win 95, NT	1.3	
	Discoverer 2000	Win 3.x, 95, NT	2.0	
	SQL Plus	Win 3.x, 95, NT	3.2.2 & 3.3	
	Network Manager	Win 3.x, 95, NT	3.0.1	
	Server Manager	Win 3.x, 95, NT	2.1.4	

PC/LAN Software Supported by ISD

Revision Date: 2/18/97

Category	Product Name	Oper Sys	Version	Comments
	SQL*NET SPX/IPX	Win 3.x, 95, NT	2.2 & 2.3	Site License purchased by ISD
	SQL*NET TCP/IP	Win 3.x, 95, NT	2.1, 2.2 & 2.3	Site License purchased by ISD
	PowerBuilder		4.0	Sunset
	PowerBuilder Desktop		4.0	Sunset
	InfoMaker		4.0	Sunset
	PFS Professional File	DOS	2.0	Sunset
	dBASE III+	DOS	1.1	Limited support, sunset 1/1/98
	dBASE IV	DOS	1.5	Limited support, sunset 1/1/98
	Lotus Approach	Win 3.x	3.0	
	R:Base	DOS	3.1C	Sunset 1/1/98
		DOS	4.5++	Limited support, sunset 1/1/98
E-mail/Calendar	ZIP!Office	Win 3.x	1.26	For pc's on a LAN. Site License purchased by ISD.
	ZIP!Mail	DOS	1.23	For pc's on a LAN. Site License purchased by ISD.
	EMC2/TAO	MVS	3.03	Site License purchased by ISD.
	EMC2/PCLink	DOS	356	For pc's not on a LAN. Site License purchased by ISD.
	Personal EMC2/TAO	DOS	226204A	Site License purchased by ISD
Graphics	CorelDraw	Win 3.x	5.0	Limited support (3.0 & 4.0 also limited support)
	Freelance	DOS	3.01	
	Freelance	Win 3.x	2.1	
Internet	LAN Workplace	DOS	5.0	Agencies purchase through ISD's master license agreement with Novell. Interim standard for DOS users, replaced by Extra! Personal Client for Windows users.
	Netscape Navigator	Win 3.x	3.0	Interim standard. Site license purchased by ISD
Operating System	DOS		6.22	Recommend 5.0 or higher. Recommend moving to Windows.
	Windows		3.1	For older pc's (386 or 486, 4-8M RAM)
	Windows 95		Rev. A	For newer pc's (486/66 or Pentiums, 16M RAM)
	Netware		3.12	Recommend moving to 4.1
	Netware		4.1	Master License Agreement purchased by ISD

PC/LAN Software Supported by ISD

Revision Date: 2/18/97

Category	Product Name	Oper Sys	Version	Comments
On-line Documentation and Help	Assist/Vision	DOS	2	Site License purchased by ISD
	IBM Library Reader	DOS	1.2	Site License purchased by ISD
	IBM Library Reader	Win 3.x	2.0	Site License purchased by ISD
	Oracle Book runtime	Win 3.x, 95, NT	2.2.0	Site License purchased by ISD
Report Distribution	DocumentDirect	Win 3.x	1.4	Site License purchased by ISD (formerly called INFOPAC-RDS)
Spreadsheets	Lotus 1-2-3	DOS	2.4	For 286 pc's with < 2 meg mem
	Lotus 1-2-3	DOS	3.4	For 386 pc's with > 2 meg mem
	Lotus 1-2-3	DOS	4.0	Recommend using 3.4 for DOS users.
	Lotus 1-2-3	Win 3.x	5.0	Recommended (Win 4.0 also supported)
Statistics	SAS	Win 3.x	6.10 & 6.11	Site license purchased by ISD.
Virus Protection	McAfee Viruscan	DOS, NT, OS/2	2.5.4	Site license purchased by ISD.
	McAfee Viruscan	Win 3.x	2.5.3	Site license purchased by ISD.
	McAfee Viruscan	Win 95	2.0.9	Site license purchased by ISD.
Word Processing	WordPerfect	DOS	5.1	Recommended for low-end DOS machines
	WordPerfect	DOS	6.0	
	WordPerfect	Win 3.x	6.1	

APPENDIX E

COST SHEETS

Proposers must provide cost information in the following formats; proposals without the required cost information will **NOT** be considered.

The Maximum Costs Summary worksheet will identify:

- the maximum costs the State will incur if the proposal is accepted;
- total fixed costs from the Fixed Cost worksheets; and
- total variable costs from the Variable Cost worksheets.

Proposers must complete a separate Fixed or Variable Cost worksheet for each of the fourteen (14) deliverables identified in the Maximum Costs Summary worksheet. The Fixed or Variable Cost worksheets must be completed at the lowest level of detail possible. The Fixed or Variable Cost worksheet's total must match the deliverable cost in the Maximum Costs Summary. For deliverables not identified on the Maximum Costs Summary, please list the deliverable and include the costs under 'Other' and detail those costs on the Fixed or Variable Cost Worksheets. Use additional sheets for each deliverable if necessary.

The State has identified the following deliverables on the Maximum Costs Summary worksheet:

DELIVERABLES	DESCRIPTION
Modules	Software typically designed to support specific process(es) (cost per module)
Maintenance	Contract providing software support, upgrades, etc. (Annual cost per module)
Hardware	Network server/host production and development systems, as needed
Workstations	Purchase/upgrade of PC's, as needed
Other Licences	Other software licences, as needed
Coding Changes	Changes to the proposed software, as needed
Conversion	Programming for data conversion from legacy systems, as well as interfaces to agency operational systems
Reengineering	Software-based design of new processes incorporating best practices, etc.
Product Specialist	Software functionality expert, understands how software works, why things are done, etc.
Programming	Programmers, experts in software and tools being used
Additional Resources	Network specialists, database administrators, etc.
Project Management	Project Partners, Managers, etc.
Expenses	Travel, lodging, etc.
Other	Other required technologies or services.

MT PRRIME

MAXIMUM COSTS SUMMARY

Software Modules	$
Maintenance	$
Hardware	$
Workstations	$
Other Licenses	$
Coding Changes	$
Conversion	$
Reengineering	$
Product Specialist	$
Programming	$
Additional Resources	$
Project Management	$
Expenses	$
Other	$

TOTAL MAXIMUM COST: $_____

TOTAL FIXED COST: $_____

TOTAL MAXIMUM VARIABLE COST: $_____

TOTAL MINIMUM VARIABLE COST: $_____

MT PRRIME

FIXED COST WORKSHEET

Deliverable:			
Description	**Quantity**	**Unit / Hourly Price**	**Cost**
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		TOTAL:	**$**

The total cost must match the line item on the Maximum Costs Summary worksheet.

MT PRRIME

VARIABLE COST WORKSHEET

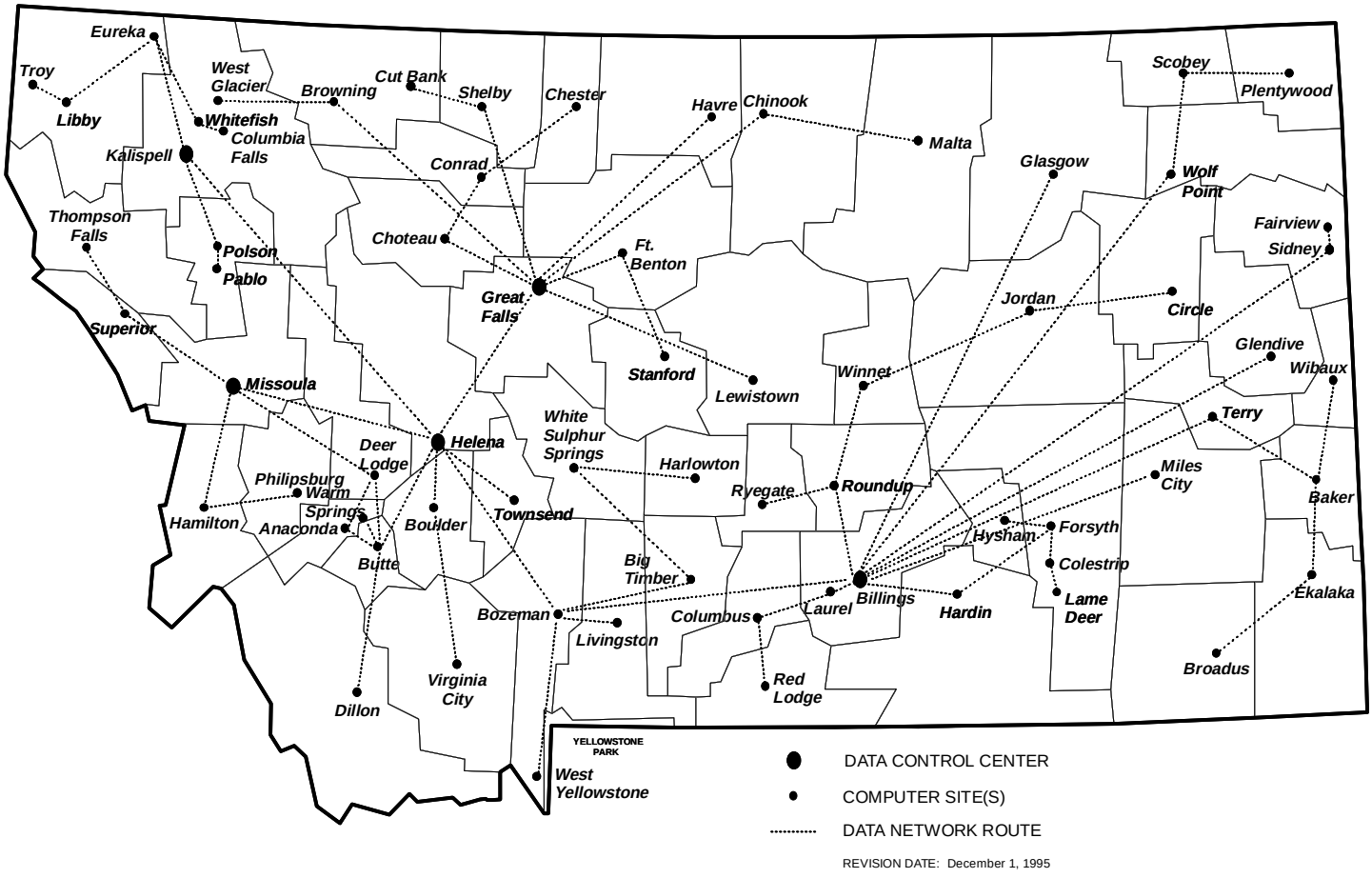
Deliverable:					
Description	**Minimum Quantity**	**Maximum Quantity**	**Unit / Hourly Price**	**Minimum Cost**	**Maximum Cost**
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			TOTAL:	**$**	**$**

The total maximum cost must match the line item on the Maximum Costs Summary worksheet.

APPENDIX F

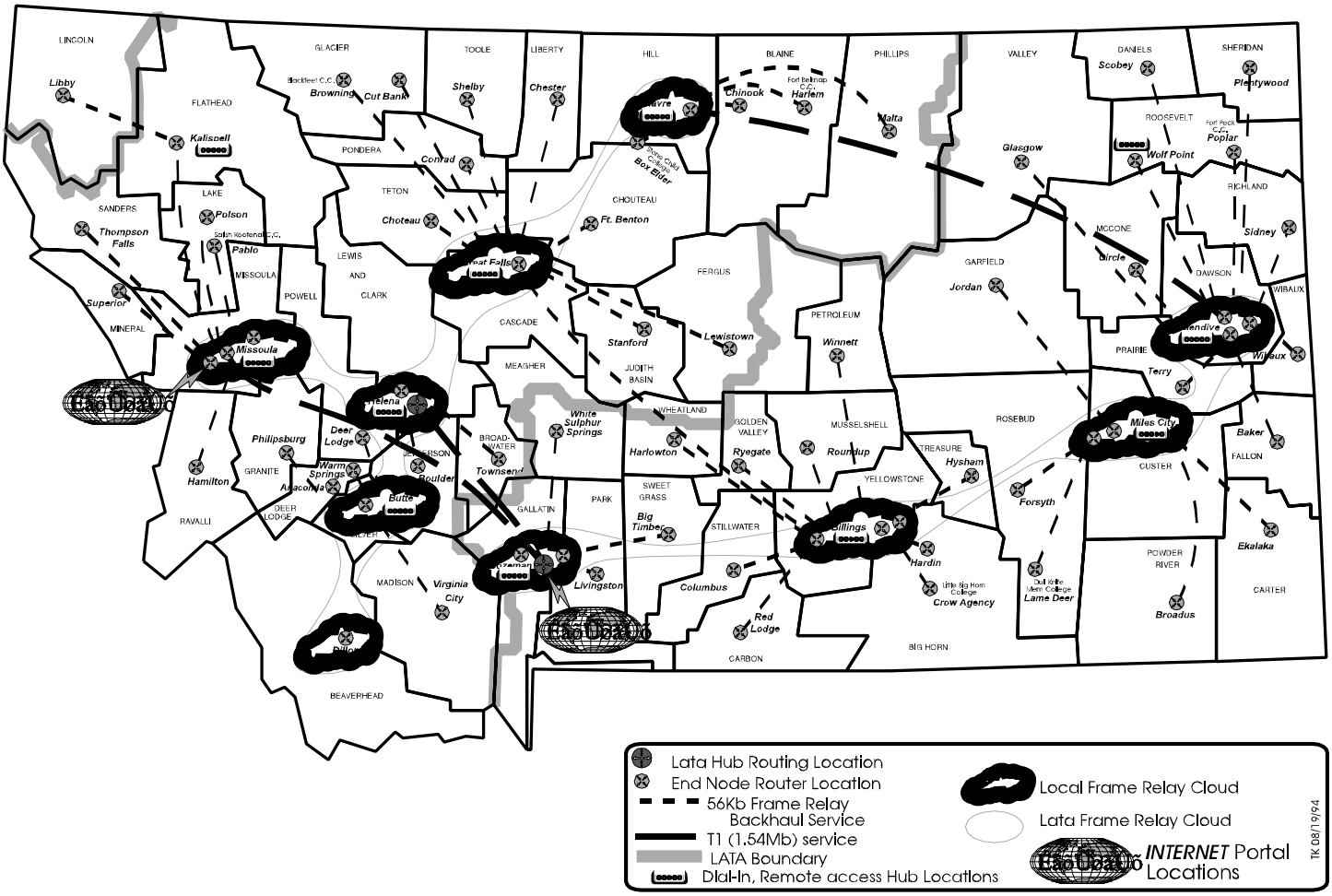
NETWORK INFRASTRUCTURE

State agencies use the SNA network to connect to the State's IBM mainframe. The SNA network links 4300 devices at 450 sites to the mainframe.

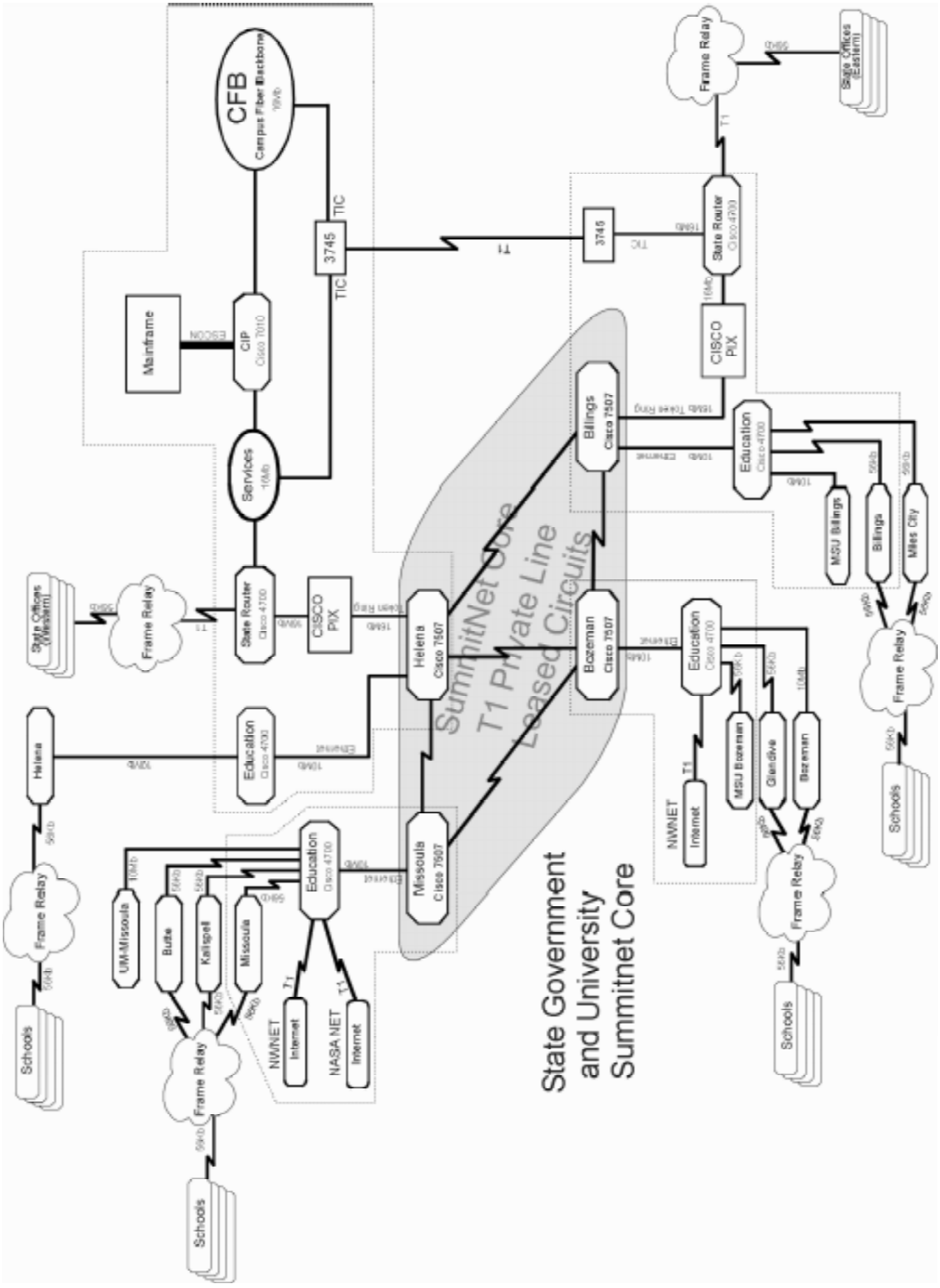


State of Montana SNA Data Network

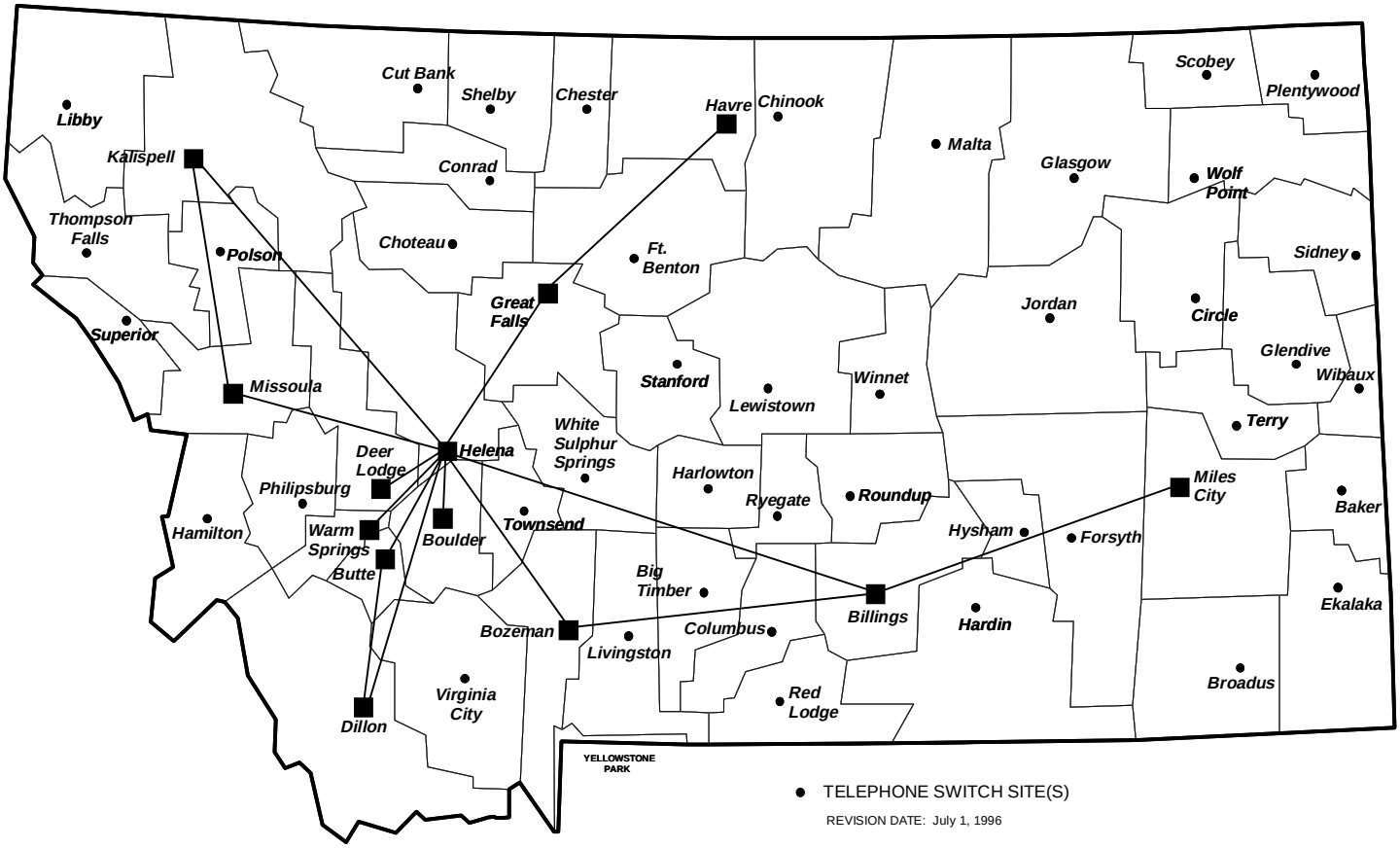
The SummitNet network provides State agencies and universities multiple computing platform interconnectivity. In existence since 1992, SummitNet handles different types of network traffic and offers more functionality than the SNA network by supporting multiple protocols over a frame relay, routed network infrastructure. A logical representation of SummitNet is depicted on the following page.



SummitNet — State and Universities of Montana Multi-Protocol Network


CFB
Campus Fiber Backbone
Mainframe
ESCON
CIP
Cisco 7010
Services
10Mb
3745
TIC
T1
Frame Relay
State Offices (Eastern)
State Router
Cisco 4700
CISCO PIX
Helena
Cisco 7507
Bozeman
Cisco 7507
Billings
Cisco 7507
Missoula
Cisco 7507
Education
Cisco 4700
MSU Billings
Billings
Miles City
MSU Bozeman
Glendive
Bozeman
UM-Missoula
Butte
Kalispell
Missoula
NWNET
Internet
NASA NET
Internet
Schools
SummitNet Core
T1 Private Line
Leased Circuits
State Government
and University
Summitnet Core

The State Telecommunications Network (STN) which provides data, voice, and video communications to state and local government, law enforcement agencies, and educational institutions throughout Montana.



State of Montana Telecommunications Network

APPENDIX G

PROPOSER CHECKLIST

Cover letter. _____

One (1) original signed in ink and fourteen (14) complete copies. _____

POINT-BY-POINT response to Section(s) 1-6 and Appendices, each section separated by tabs. _____

Sample(s) of related materials where applicable. _____

Completed Cost Sheets (Appendix E) _____

Any optional proposer-supplied reference material. _____

Envelope correctly identified with the following: _____

RFP No. #9741-W
Date: May 23, 1997